

AGENDA

BOARD OF MAYOR AND ALDERMEN

**January 17, 2017
Mayor and all Aldermen**

**7:30 p.m.
Aldermanic Chambers
City Hall (3rd Floor)**

1. Mayor Gatsas calls the meeting to order.
2. The Clerk calls the roll.

CONSENT AGENDA (ITEMS 3-16)

3. Mayor Gatsas advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Approve under supervision of the Department of Highways

4. Pole Petitions:

11-1529 (1) Chauncey Avenue

Information to be Received and Filed

5. Communication from the Trustees of Trust Funds regarding the City's Old System Retirement Plan.

REPORTS OF COMMITTEES

COMMITTEE ON ACCOUNTS, ENROLLMENT & REVENUE ADMINISTRATION

6. Advising that the MDC Revolving Loan Fund summary has been accepted.
(Unanimous vote)

7. Advising that the Finance Department reports:
 - Accounts Receivable over 90 days
 - Aging Report
 - Outstanding Receivableshave been accepted.
(Unanimous vote)
8. Advising that the City's Monthly Financial Report (unaudited) for the first five months of fiscal year 2017, submitted by the Finance Director, has been accepted.
(Unanimous vote)
9. Recommending that the proposed staff travel request for the Airport for 2017 be approved.
(Unanimous vote with the exception of Alderman Hirschmann who voted in opposition)
10. Recommending that the Airport Parking Policy for City employees be approved.
(Unanimous vote)
11. Recommending that Manchester Makerspace be reimbursed \$1,593.70 from the Arts Commission Fund for a project on Old Granite Street.
(Unanimous vote)

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

12. Advising that the banner application submitted by Manchester Monarchs for a banner to be hung on Elm & Pleasant Streets from February 6, 2017 through February 11, 2017 has been approved.
(Unanimous vote with the exception of Alderman Pappas who was absent)
13. Recommending that Child and Family Services be permitted to hold an overnight event on March 24, 2017 in Stanton Plaza.
(Unanimous vote with the exception of Alderman Pappas who was absent)

14. Recommending that the recommendations from the Central Service Business District Advisory Committee be approved.
(Unanimous vote with the exception of Alderman Pappas who was absent)

COMMITTEE ON LANDS AND BUILDINGS

15. Recommending that the request for a property line adjustment between Water Works and the property owners of 5 Finch Lane, Auburn, NH be approved.
(Unanimous vote with the exception of Alderman Pappas who was absent)
16. Recommending that the changes to the Derryfield Restaurant property and the amended management agreement be approved.
(Unanimous vote with the exception of Alderman Pappas who was absent)

LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

REGULAR BUSINESS

17. Nomination(s) to be presented by Mayor Gatsas, if available.
18. Confirmation(s) to be presented by Mayor Gatsas:
Arts Commission
Rebecca Taylor to succeed Nabeela Washington (resignation) as an alternate member, term to expire December 1, 2019
Office of Youth Services Advisory Board
Susan Howland to succeed herself as a member, term to expire January 1, 2020
Kendall Snow to succeed himself as a member, term to expire January 1, 2020
Manny Content to succeed himself as a member, term to expire January 1, 2020
Safety Review Board
Diane Roy to succeed Kevin Phelan (resignation) as a member, term to expire March 15, 2018
Board of Water Commission
Danielle York to succeed Kimberly Griswold (term-limited) as a member, term to expire January 1, 2020
Ladies and Gentlemen, what is your pleasure?

19. Legislative Update, if available.
20. Budget projections to be submitted by William Sanders, Finance Officer, if available.
21. Motion for reconsideration made by Alderman Long on the following report:
Report of the Committee on Human Resources/Insurance recommending that two exempt positions; Parks Operations Manager and Facilities Maintenance Supervisor be eligible for overtime pay.
(Unanimous vote with the exception of Alderman Katsiantonis who was absent)
Alderman Long, what is your pleasure?
22. Communication from Matthew Normand, City Clerk, regarding a special election for the office of state representative District 44 (within Manchester wards 8 & 9).
If the board so desires, a motion would be in order to request the City Clerk to send a letter to the governor and council requesting that a special election be declared to fill the vacancy in the office of state representative.
23. Proposed agreement between the Manchester Board of School Committee and the Association of Manchester Principals.
If the board so desires, a motion is in order to ratify and layover.
24. Proposed agreement between Manchester Welfare Department Staff and the City.
If the Board so desires, a motion is in order to ratify the agreement.
25. Proposed agreement between the Manchester Airport Maintenance and the City.
If the Board so desires, a motion is in order to ratify the agreement.
26. Proposed agreement between the Manchester Association of Fire Supervisors and the City.
If the Board so desires, a motion is in order to ratify the agreement.

27. Report(s) of the Committee on Accounts, Enrollment & Revenue Administration, if available.

Ladies and Gentlemen, what is your pleasure?

28. Report(s) of the Committee on Administration/Information Systems, if available.

Ladies and Gentlemen, what is your pleasure?

29. Report(s) of the Committee on Bills on Second Reading, if available.

Ladies and Gentlemen, what is your pleasure?

30. Report(s) of the Committee on Community Improvement, if available.

Ladies and Gentlemen, what is your pleasure?

31. Report(s) of the Committee on Lands and Buildings, if available.

Ladies and Gentlemen, what is your pleasure?

NEW BUSINESS

ADJOURNMENT

32. If there is no further business, a motion is in order to adjourn.

December 14, 2016

Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

City Clerk's Office

DEC 19 2016

RECEIVED

Dear City Clerk,

Public Service Company of New Hampshire, dba Eversource Energy is hereby requesting permission to install/replace pole(s) located in City of Manchester, New Hampshire.

Enclosed for your review find three copies of PSNH Petition and Pole License number 11-1529 for City of Manchester review.

Upon approval, please have each copy of the Petition and Pole License signed by the proper authority.

Retain the Petition and Pole License copy labeled "**Manchester**" and mail the remaining signed copies along with any invoice for payment to PSNH in the enclosed self-addressed envelope.

If the Petition and Pole License is not approved, please return all copies to PSNH with an explanation.

Please contact me by telephone or e-mail with any questions you may have.

Thank you.

Lisa-Marie Pinkes

Lisa-Marie Pinkes
Customer Operations Support - Licensing
Public Service Company of New Hampshire, dba Eversource Energy
PO Box 330
Manchester, NH 03105-9989
Tel. 603-634-2218
E-Mail: lisa-marie.pinkes@nu.com

Enclosure(s)

POLE LOCATION LICENSE

POLE LOCATION FORM NO.2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,
on _____. It appearing that the public good requires it, it is hereby

ORDERED

That **Public Service Company of New Hampshire, dba Eversource Energy AND Northern New England Telephone Operations LLC dba FairPoint Communications-NNE** be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 14th day of December, 2016.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Public Works Director or his designee, and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structure 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "**POLE LOCATION PLAN- EVERSOURCE AND Northern New England Telephone Operations LLC dba FairPoint Communications-NNE**" No. 11-1529, dated 12/14/2016 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.
License one (1) pole(s), 503/23 located on Chauncey Avenue in the City of Manchester.

Granted By Vote of Board of Mayor and
Aldermen, subject to approval
of Public Works Director or his designee,
at meeting of said Board held _____

Approved
Dept. of Highways

BY: _____

ATTEST -----
Matthew Normand, City Clerk

Received 12/19/16 at **Manchester** and recorded in Records of Pole Location Licenses.
Vol., 2016, Page **NA**, filed and an attested copy delivered to the said Public Service
Company of New Hampshire, dba Eversource Energy and Northern New England Telephone Operations LLC dba
FairPoint Communications-NNE

ATTEST -----
Matthew Normand, City Clerk

Conditions up which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. Poles and conduits set in the City's right of way are subject to all lawful applicable permits issued by the City relative to use of or activities within the right of way.
3. The Licensee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the Licensee shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
4. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the Licensee, unless special permission shall have been granted by the abutting owner or owners, or the city.
5. The Licensee shall neither grant permission to place signs, or advertisements, (excepting only City street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
6. The Licensee shall paint all poles within the City of Manchester, unless such poles are of the treated type or it is otherwise specified by the City, the standard color to be dark green.
7. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
8. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.
9. The Licensee shall pay all properly assessed real and personal property taxes, including real and personal property taxes on structures or improvements added by the Licensee, no later than the due date. Failure of the licensee to pay the duly assessed personal and real estate taxes when due shall be cause for the City to terminate said license.
10. The City reserves the right to modify this license, and the conditions associated with it, in accordance and in compliance with the law applicable to changes to pole licenses under NHRSA 231:163.

POLE LOCATION PLAN

EVERSOURCE and

Northern New England Telephone Operations LLC, dba FairPoint Communications-NNE

DATE 12/14/2016

LICENSE NO. 11-1529

MUNICIPALITY: Manchester

STATE HWY. DIV. NO. 5

STREET / ROAD: Chauncey Avenue

STATE LICENSE NO.

PSNH OFFICE: Hooksett

WORK REQUEST# 2803539

PSNH ENGINEER: Marc Gagnon

WORK FINANCIAL # 9Y621323

TELCO ENGINEER: Steve Chavanelle

TELCO PROJECT # 303627

[illegible]



CITY OF MANCHESTER TRUSTEE OF TRUST FUNDS

January 4, 2017

Honorable Board of Mayor and Aldermen
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

RE: City of Manchester Old System Retirement Plan

Dear Honorable Board:

This letter serves to advise the Board of Mayor and Aldermen of the funding position for the Old System Retirement Plan (OSRP) as of June 30, 2016 and the Trustees of Trust Funds current expectation that additional funds from the City of Manchester will be required in the coming years to meet the pension obligations of this plan.

Background:

The OSRP is the pension plan for City employees prior to 1974. In 1974, employees were permitted to remain in the OSRP or enroll in the new plan. All new employees from 1974 and thereafter can only enroll in the new plan. As of June 30, 2016, there were 94 retired employees and 4 active employees remaining in the OSRP. The actuary determined pension liability for OSRP at June 30, 2016 was \$14,269,496 a decrease from the June 30, 2015 liability which was \$14,754,802. See attached required supplementary information.

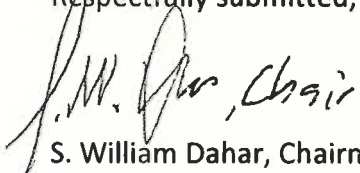
On November 1, 2001 the City of Manchester issued \$20.7 million in Pension Obligation Bonds to fund the then remaining actuarial liability. The bond proceeds were invested by the Trustee of Trust Funds in professionally managed mutual funds with a mix of 50% bonds and 50% equities. At June 30, 2016, the investments held a market value of \$8,882,234, a decrease from the June 30, 2011 market value balance of \$11,688,244. This decrease in value is largely attributed to the FY2015 annual pension benefit payment of \$1,533,593 and the FY2016 annual pension benefit payment of \$1,551,678. See attached required supplementary information.

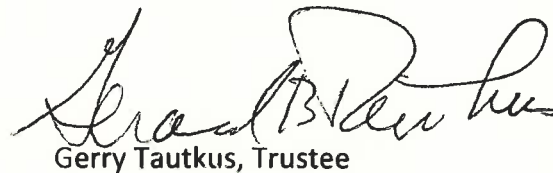
Current situation:

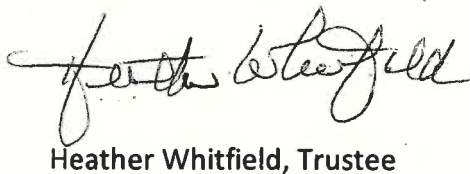
The unfunded actuarial accrued liability has increased from \$3,066,558 as of June 30, 2015 to \$5,387,262 as of June 30, 2016 primarily due to a reduction in the discount rate to 3.37% from 5.23% at June 30, 2015. This deficit of \$5,387,262 assumes an annual investment return of 5.00%. Based on current actuarial information, the OSRP will be depleted by 2024 without additional contributions.

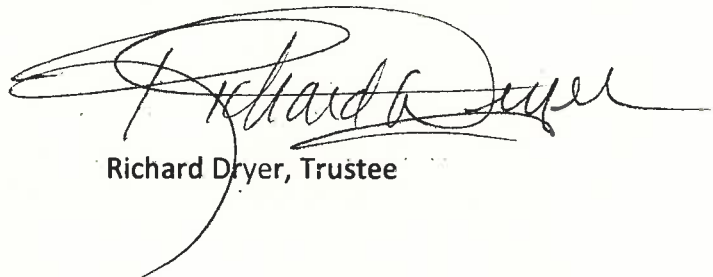
We will continue to keep the Board of Mayor and Aldermen apprised.

Respectfully submitted,


S. William Dahar, Chairman


Gerry Tautkus, Trustee


Heather Whitfield, Trustee


Richard Dryer, Trustee

Enclosure

Cc: Mayor Ted Gatsas
William Sanders, Finance Officer
Sharon Wickens, Deputy Finance Officer
Michele Bogardus, Senior Financial Analyst
Don Ross, Wainwright Investment Counsel

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the MDC Revolving Loan Fund summary has been accepted.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee



*William E. Sanders
Finance Officer*

*Sharon Y. Wickens
Deputy Finance Officer*

CITY OF MANCHESTER
Finance Department

December 12, 2016

Committee on Accounts, Enrollment & Revenue Administration
C/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is a summary of the City's revolving loan accounts.

Respectfully submitted,

Sharon Y. Wickens
Deputy Finance Director

Enc.

Revolving Loans
Balances as of 12/12/16

Loan #	Revolving Loan - City	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
1	Maax Inc	5/29/2007	5/1/2019	\$210,000.00	\$103,654.61	\$0.00	
2	Lazy Nicks	10/30/2009	10/30/2030	\$40,000.00	\$29,500.47	\$0.00	
3	Mary's Closet	2/19/2010	4/15/2017	\$60,000.00	\$32,643.16	\$0.00	
4	Delisle Market	1/28/2010	10/15/2020	\$43,500.00	\$27,667.42	\$0.00	
5	Delisle Market - Energy Loan	1/28/2010	8/15/2020	\$20,000.00	\$14,590.35	\$0.00	
6	OLK12	10/29/2010	3/1/2017	\$50,000.00	\$25,836.84	\$69.93	Making payments of \$500.00
7	Cedar & Oak	9/25/2008	1/1/2018	\$41,000.00	\$31,697.39	\$0.00	
				\$464,500.00	\$265,590.24	\$69.93	

SUMMARY NOTES:

Loans 1 thru 5 - Status current and in good standing.
Loan 6 - Over 60 days past due.
Loan 7 - With the Solicitor's Office.

Loan #	Revolving Loan - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
8	844 Elm St	12/12/2003	11/12/2018	\$250,000.00	\$136,239.56	\$510.90	
9	Germania Front	1/20/2012	12/20/2022	\$500,000.00	\$333,209.80	\$1,388.37	

\$750,000.00 \$469,449.36 \$1,899.27

SUMMARY NOTES:

Loans 8 & 9 - Status current and in good standing.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the Finance Department reports:

- Accounts Receivable over 90 days
- Aging Report
- Outstanding Receivables

have been accepted.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Gormand", with a stylized flourish at the end.

Clerk of Committee



*William E. Sanders
Finance Officer*

*Sharon Y. Wickens
Deputy Finance Officer*

CITY OF MANCHESTER
Finance Department

December 9, 2016

Committee on Accounts, Enrollment & Revenue Administration
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached is a summary of the City's accounts receivable over 90 days as well as an aging report. Also included is a list of outstanding receivables that have been submitted to the City Solicitor for review and determination of collectability.

In summary outstanding receivables over 90 days totals \$1,202,326 out of \$4,242,266 billed. November's outstanding receivables totaled \$2,085,687 out of \$6,781,180 billed.

Please let me know if you have any questions or require further information.

Respectfully submitted,

Michele Bogardus
Financial Analyst II

Enc.

**Summary of Accounts Receivable Over 90 Days
by Department - with Previous Month's Comparative**

	Dept Code	12/9/2016		11/7/2016	
		Over 90 Days		Over 90 Days	
Airport	25	\$	288,701.78	\$	1,147,010.47
EPD	27	\$	862.64	\$	862.64
Parking Department	52	\$	16,488.60	\$	16,245.09
Total Enterprise Funds		\$	306,053.02	\$	1,164,118.20
CIP/Planning	20	\$	4,545.93	\$	30,250.06
Central Fleet Management	23	\$	3,011.66	\$	2,934.06
Fire Department	30	\$	19,119.07	\$	18,983.92
Health Department	41	\$	-	\$	200.00
Highway	50, 51	\$	785,753.16	\$	785,422.74
Human Resources	19	\$	3,447.19	\$	3,446.83
MWW	29	\$	3,251.75	\$	3,159.11
Parks & Recreation	65	\$	2,977.48	\$	6,958.25
Code Enforcement	CE	\$	46,426.89	\$	44,358.97
Police Department	33,34,35,36	\$	27,739.45	\$	25,855.26
Total General Fund		\$	896,272.58	\$	921,569.20
Grand Totals		\$	1,202,325.60	\$	2,085,687.40
<u>General Fund receivables over \$10,000 by customer</u>					
Federal CDBG	20	\$	-	\$	30,250.06
Corcoran Environmental	50	\$	24,182.43	\$	24,182.43
National Grid	50	\$	641,082.50	\$	641,082.50
State of NH	50	\$	101,354.35	\$	101,354.35
Totals		\$	766,619.28	\$	796,869.34
Total General Fund receivables over 90 days less over \$10,000		\$	129,653.30	\$	124,699.86

Explanation of Charges

Community Dev Block Grant

Landfill Lease Payments - Refer to Solicitor

Roadway Degradation Fees - In Litigation - Refer to Solicitor

State Grants

City of Manchester NH - Receivables
Over 90 Days as of 12/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	17600	211-213 WOODBURY ST CON	\$ 170.79	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 165.07
CE	23856	261 BELMONT STREET LLC	\$ 777.95	\$ 9.53	\$ 9.53	\$ 9.53	\$ 9.53	\$ 739.83
CE	17588	385 MANCHESTER STREET T	\$ 108.23	\$ 0.91	\$ 0.91	\$ 0.91	\$ 0.91	\$ 104.59
CE	26081	43-45 ELM ST, LLC	\$ 238.52	\$ 3.38	\$ 3.38	\$ 3.38	\$ 3.38	\$ 225.00
CE	26165	ABBAS, SAGLAINE	\$ 182.89	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 175.00
CE	21622	ADEKOYA, EMMANUEL	\$ 222.86	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 213.50
CE	17009	AHMEDAMIN, SANDRA	\$ 315.92	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 305.68
CE	21986	ALHAMIS, INNOCENTUS	\$ 118.54	\$ 1.29	\$ 1.29	\$ 1.29	\$ 1.29	\$ 113.38
CE	22250	ALHAMIS, INNOCENTUS	\$ 234.00	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 223.76
CE	24482	BELAND, BRENDA	\$ 145.68	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 138.16
CE	26003	BERGMANN, ROBERT C	\$ 461.12	\$ 6.53	\$ 6.53	\$ 6.53	\$ 6.53	\$ 435.00
CE	18280	BERLINGUETTE, RICHARD B	\$ 694.49	\$ 6.01	\$ 6.01	\$ 6.01	\$ 6.01	\$ 670.45
CE	23134	BURANT, STEPHANIE	\$ 1,001.20	\$ 11.56	\$ 11.56	\$ 11.56	\$ 11.56	\$ 954.96
CE	25715	BUTT, ARTHUR J	\$ 515.00	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50	\$ 500.00
CE	25636	CASSIDY, KRISTIN E	\$ 1,209.40	\$ 16.88	\$ 16.88	\$ 16.88	\$ 16.88	\$ 1,141.88
CE	19401	CATANO, EDMUNDO	\$ 839.40	\$ 7.60	\$ 7.60	\$ 7.60	\$ 7.60	\$ 809.00
CE	23363	CAYER, NORMAN	\$ 796.45	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 756.45
CE	24685	CAYER, NORMAN ROGER	\$ 312.17	\$ 4.13	\$ 4.13	\$ 4.13	\$ 4.13	\$ 295.65
CE	26189	CHRISTIAN, NEVILLE	\$ 156.75	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 150.00
CE	24977	CHURCH, TIMOTHY	\$ 3.73	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 3.53
CE	26247	COLPITTS-HALL, ELIZABET	\$ 261.25	\$ 3.75	\$ 3.75	\$ 3.75	\$ 3.75	\$ 250.00
CE	23196	CORDERO, MARIA	\$ 1,144.20	\$ 13.21	\$ 13.21	\$ 13.21	\$ 13.21	\$ 1,091.36
CE	25866	CORREA, DAVID M	\$ 161.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 152.25
CE	20689	CRUZ, MARIA	\$ 366.35	\$ 3.61	\$ 3.61	\$ 3.61	\$ 3.61	\$ 351.91
CE	17978	DAHL, THOMAS A	\$ 574.90	\$ 4.90	\$ 4.90	\$ 4.90	\$ 4.90	\$ 555.30
CE	21469	DEJESUS, JAN P	\$ 137.90	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 132.18
CE	25737	DELISLE HAVEE, VIVIAN L	\$ 161.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 152.25
CE	21559	DEL-WES REALTY LLC	\$ 428.20	\$ 4.44	\$ 4.44	\$ 4.44	\$ 4.44	\$ 410.44
CE	21467	DROUIN, JOHN	\$ 210.40	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 201.68
CE	24786	EAGAN, SCOTT T	\$ 141.92	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 134.40
CE	24619	FALLAH, ELAINE B	\$ 368.92	\$ 4.88	\$ 4.88	\$ 4.88	\$ 4.88	\$ 349.40
CE	17791	FORAND, JEANNINE	\$ 169.36	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 163.64
CE	23494	FORD, JONATHAN	\$ 156.96	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 149.44
CE	19099	FRANCIS, RANDALL	\$ 276.60	\$ 2.48	\$ 2.48	\$ 2.48	\$ 2.48	\$ 266.68
CE	21427	FULLER, JASON L	\$ 528.02	\$ 5.42	\$ 5.42	\$ 5.42	\$ 5.42	\$ 506.34
CE	24991	GAGNON, DENIS M	\$ 140.03	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 132.52
CE	24393	GAGNON, RAYMOND C JR	\$ 460.23	\$ 5.93	\$ 5.93	\$ 5.93	\$ 5.93	\$ 436.51
CE	26291	GARNEAU, GEORGE A	\$ 458.36	\$ 6.68	\$ 6.68	\$ 6.68	\$ 6.68	\$ 445.00
CE	21269	GEORGIADIS, JAMES	\$ 251.92	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 241.68
CE	18654	GICHANA, DENNIS O	\$ 520.73	\$ 4.59	\$ 4.59	\$ 4.59	\$ 4.59	\$ 502.37
CE	25648	GODZYK, COREY A	\$ 134.40	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 126.88
CE	20234	GRADY, ALEXANDER	\$ 388.52	\$ 3.68	\$ 3.68	\$ 3.68	\$ 3.68	\$ 373.80
CE	17490	GRAMA, MARIAN	\$ 953.47	\$ 7.99	\$ 7.99	\$ 7.99	\$ 7.99	\$ 921.51
CE	16919	GRIMARD, MICHELE M	\$ 176.51	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 170.79
CE	19147	HAMMERSTROM, PAUL III	\$ 473.32	\$ 4.28	\$ 4.28	\$ 4.28	\$ 4.28	\$ 456.20
CE	20867	HAWKES, DANA M	\$ 445.62	\$ 4.43	\$ 4.43	\$ 4.43	\$ 4.43	\$ 427.90

City of Manchester NH - Receivables
Over 90 Days as of 12/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	16740	HEWETT, DANIEL H	\$ 655.66	\$ 5.27	\$ 5.27	\$ 5.27	\$ 5.27	\$ 634.58
CE	25031	HUNZELMAN, ALBERT C	\$ 140.04	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 132.52
CE	26280	ISENBERG-DEWYEA, JILL F	\$ 231.76	\$ 3.38	\$ 3.38	\$ -	\$ -	\$ 225.00
CE	19981	JACOBY, VALERIE A	\$ 256.40	\$ 2.41	\$ 2.41	\$ 2.41	\$ 2.41	\$ 246.76
CE	18785	JGDB REALTY, LLC	\$ 27.02	\$ 0.28	\$ 0.28	\$ 0.28	\$ 0.28	\$ 25.90
CE	17486	JOHNS, JOSEPH	\$ 728.30	\$ 6.10	\$ 6.10	\$ 6.10	\$ 6.10	\$ 703.90
CE	23236	KABAMBA, MPESAMONJI	\$ 968.60	\$ 11.18	\$ 11.18	\$ 11.18	\$ 11.18	\$ 923.88
CE	25272	KALATHAKIS, ALEXANDER	\$ 440.75	\$ 6.15	\$ 6.15	\$ 6.15	\$ 6.15	\$ 416.15
CE	23408	KAROUTSOS, GEORGE FAM T	\$ 79.52	\$ -	\$ -	\$ -	\$ -	\$ 79.52
CE	24440	KEEFE, CASEY	\$ 576.73	\$ 7.43	\$ 7.43	\$ 7.43	\$ 7.43	\$ 547.01
CE	17507	KICKHAM, CHARLES	\$ 853.42	\$ 7.14	\$ 7.14	\$ 7.14	\$ 7.14	\$ 824.86
CE	25115	KICKHAM, CHARLES	\$ 1,353.66	\$ 18.38	\$ 18.38	\$ 18.38	\$ 18.38	\$ 1,280.14
CE	17437	KICKHAM, CHARLES	\$ 1,463.72	\$ 12.24	\$ 12.24	\$ 12.24	\$ 12.24	\$ 1,414.76
CE	18372	KILGORE, SCOTT C	\$ 1,050.90	\$ 9.10	\$ 9.10	\$ 9.10	\$ 9.10	\$ 1,014.50
CE	16825	KIM, BERLINGUETTE	\$ 721.98	\$ 5.81	\$ 5.81	\$ 5.81	\$ 5.81	\$ 698.74
CE	22034	KROCHMAL, MARC A	\$ 52.95	\$ 0.68	\$ 0.68	\$ 0.68	\$ 0.68	\$ 50.23
CE	24287	KROL, WALTER	\$ 171.16	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 162.44
CE	17454	LACROIX, RUDOLPH	\$ 639.08	\$ 5.36	\$ 5.36	\$ 5.36	\$ 5.36	\$ 617.64
CE	19634	LANDER, DIANE R	\$ 212.32	\$ 1.96	\$ 1.96	\$ 1.96	\$ 1.96	\$ 204.48
CE	23116	LEBREAU, REBECA	\$ 409.60	\$ 4.73	\$ 4.73	\$ 4.73	\$ 4.73	\$ 390.68
CE	24271	LEMIRE, ROBERT	\$ 206.56	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 196.04
CE	19453	LOCKE, CHRISTINE	\$ 257.96	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 248.60
CE	17105	LORTIE, RONALD	\$ 654.60	\$ 5.35	\$ 5.35	\$ 5.35	\$ 5.35	\$ 633.20
CE	18413	LOUGEE, JILLIAN M	\$ 103.68	\$ 0.91	\$ 0.91	\$ 0.91	\$ 0.91	\$ 100.04
CE	19191	MARTIN, MARKIEKE S	\$ 159.35	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 153.63
CE	26193	MATEO, ERNESTO B	\$ 209.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 200.00
CE	24593	MCCARTHY, STEVEN L	\$ 1,316.80	\$ 17.18	\$ 17.18	\$ 17.18	\$ 17.18	\$ 1,248.08
CE	23041	MCCARTHY, STEVEN L	\$ 227.60	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 217.08
CE	23511	MCCARTHY, STEVEN L	\$ 370.31	\$ 4.43	\$ 4.43	\$ 4.43	\$ 4.43	\$ 352.59
CE	19052	MERETE, JOSE	\$ 159.35	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 153.63
CE	18309	MILLER, SAUL B	\$ 69.40	\$ 0.71	\$ 0.71	\$ 0.71	\$ 0.71	\$ 66.56
CE	21083	NGALAKULONDI, PIERRE K	\$ 523.91	\$ 5.27	\$ 5.27	\$ 5.27	\$ 5.27	\$ 502.83
CE	24866	NORMAN CAYER	\$ 993.17	\$ 13.13	\$ 13.13	\$ 13.13	\$ 13.13	\$ 940.65
CE	17176	OKELLO, JAMES	\$ 286.04	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 276.68
CE	24175	OKELLO, JAMES	\$ 292.84	\$ 3.68	\$ 3.68	\$ 3.68	\$ 3.68	\$ 278.12
CE	17257	PAPPAS, ROBERT A	\$ 374.95	\$ 3.09	\$ 3.09	\$ 3.09	\$ 3.09	\$ 362.59
CE	26017	PARK, CHRIS H	\$ 3.00	\$ -	\$ -	\$ -	\$ -	\$ 3.00
CE	25156	PATTERSON, JOYCE L	\$ 138.16	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 130.64
CE	25759	PINARD, DAVID A JR	\$ 241.90	\$ 3.38	\$ 3.38	\$ 3.38	\$ 3.38	\$ 228.38
CE	24338	POIRIER, THOMAS	\$ 203.93	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 193.41
CE	21496	POND, DEBORAH A	\$ 370.50	\$ 3.85	\$ 3.85	\$ 3.85	\$ 3.85	\$ 355.10
CE	23900	POTTER, ANTHONY	\$ 153.20	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 145.68
CE	26325	POULIOT, SERGE B	\$ 278.10	\$ 4.05	\$ 4.05	\$ -	\$ -	\$ 270.00
CE	21152	PRINCE, JOHN G	\$ 329.23	\$ 3.31	\$ 3.31	\$ 3.31	\$ 3.31	\$ 315.99
CE	16956	RAKIS-LAMBROULIS, POTOU	\$ 668.37	\$ 5.41	\$ 5.41	\$ 5.41	\$ 5.41	\$ 646.73
CE	17306	RICARD, ERNEST H	\$ 371.86	\$ 3.09	\$ 3.09	\$ 3.09	\$ 3.09	\$ 359.50

City of Manchester NH - Receivables
Over 90 Days as of 12/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	22940	RODRIGUEZ, WALTER J	\$ 644.98	\$ 7.38	\$ 7.38	\$ 7.38	\$ 7.38	\$ 615.46
CE	22939	RODRIGUEZ, WALTER J	\$ 1,263.03	\$ 14.43	\$ 14.43	\$ 14.43	\$ 14.43	\$ 1,205.31
CE	26196	ROURK, STEPHEN	\$ 209.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ -	\$ 200.00
CE	25344	ROUSSEAU, DONALD	\$ 463.28	\$ 6.38	\$ 6.38	\$ 6.38	\$ 6.38	\$ 437.76
CE	24798	ROY, MARC	\$ 141.92	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 134.40
CE	21899	SANBORN, KARI R	\$ 133.61	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 127.89
CE	24913	SCANLON, PATRICK	\$ 141.92	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 134.40
CE	25286	SCHEFER, DAVID	\$ 138.16	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 130.64
CE	26250	SCHEYS, DANIEL	\$ 156.75	\$ 2.25	\$ 2.25	\$ 2.25	\$ -	\$ 150.00
CE	18542	SILVA, FRANCISCA	\$ 749.40	\$ 6.55	\$ 6.55	\$ 6.55	\$ 6.55	\$ 723.20
CE	23016	SIMON, LESLIE	\$ 1,047.00	\$ 12.10	\$ 12.10	\$ 12.10	\$ 12.10	\$ 998.60
CE	25444	SOLONA, EVELYN A	\$ 583.18	\$ 8.03	\$ 8.03	\$ 8.03	\$ 8.03	\$ 551.06
CE	21061	SOULIOS, STAVROS	\$ 143.62	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 137.90
CE	25757	ST PIERRE, DELIA E	\$ 161.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 152.25
CE	26228	TAYLOR, MEGAN K	\$ 78.39	\$ 1.13	\$ 1.13	\$ 1.13	\$ -	\$ 75.00
CE	22896	TIMBAS, GREGORY S	\$ 136.56	\$ 1.66	\$ 1.66	\$ 1.66	\$ 1.66	\$ 129.92
CE	25424	TIMBAS, GREGORY S LIV T	\$ 81.78	\$ 1.13	\$ 1.13	\$ 1.13	\$ 1.13	\$ 77.26
CE	23114	TOMES, KAREN E	\$ 526.60	\$ 6.08	\$ 6.08	\$ 6.08	\$ 6.08	\$ 502.28
CE	26183	TONNESON, LISA	\$ 235.14	\$ 3.38	\$ 3.38	\$ 3.38	\$ -	\$ 225.00
CE	18687	TORRES, JOSE A	\$ 162.21	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 156.49
CE	24962	TREMBLAY, TAMMIE S	\$ 196.04	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 185.52
CE	26321	TRONGEAU, STEPHANIE J	\$ 206.00	\$ 3.00	\$ 3.00	\$ -	\$ -	\$ 200.00
CE	26244	TYLER FAM REV TR	\$ 156.75	\$ 2.25	\$ 2.25	\$ 2.25	\$ -	\$ 150.00
CE	23112	VERMILYEA, SETH R	\$ 292.60	\$ 3.38	\$ 3.38	\$ 3.38	\$ 3.38	\$ 279.08
CE	26169	VITALE, ANTHONY G	\$ 809.89	\$ 11.63	\$ 11.63	\$ 11.63	\$ -	\$ 775.00
CE	20970	WALLACE, JOHN W	\$ 302.68	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 290.60
CE	26008	WENNERS, VINCENT A JR	\$ 159.00	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 150.00
CE	25630	WILSON, DAWN P	\$ 188.15	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 177.63
CE	21287	WINZELER, MARK L	\$ 140.76	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 135.04
CE	23988	WOOD, KENNETH A III TRU	\$ 0.07	\$ -	\$ -	\$ -	\$ -	\$ 0.07
CE	19821	ZAMOR, WOLF R	\$ 638.95	\$ 5.95	\$ 5.95	\$ 5.95	\$ 5.95	\$ 615.15
CE	21151	ZEBROWSKI, LYNN A	\$ 216.94	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 208.22
CE - CODE ENFORCEMENT TOTALS			\$ 48,498.64	\$ 539.06	\$ 539.06	\$ 514.45	\$ 479.18	\$ 46,426.89
19	20865	SCHWARTZ, BETH	\$ 3,418.15	\$ -	\$ -	\$ -	\$ -	\$ 3,418.15
19	2453	UNION LEADER CORP	\$ 30.48	\$ 0.72	\$ -	\$ 0.36	\$ 0.36	\$ 29.04
19 - HR TOTALS			\$ 3,448.63	\$ 0.72	\$ -	\$ 0.36	\$ 0.36	\$ 3,447.19
20	5953	FEDERAL CDBG	\$ 4,545.93	\$ -	\$ -	\$ -	\$ -	\$ 4,545.93
20 - PLANNING TOTALS			\$ 4,545.93	\$ -	\$ -	\$ -	\$ -	\$ 4,545.93
23	5385	ARAMARK MANAGEMENT SER	\$ 198.38	\$ -	\$ -	\$ -	\$ -	\$ 198.38
23	21988	CORNWELL TOOL FRANCHISE	\$ 310.40	\$ 213.40	\$ -	\$ -	\$ -	\$ 97.00
23	2573	MANCHESTER EPD	\$ 2,545.56	\$ 2,316.78	\$ -	\$ -	\$ -	\$ 228.78
23	2507	MANCHESTER HOUSING AUTH	\$ 3,240.79	\$ 2,072.18	\$ -	\$ -	\$ -	\$ 1,168.61
23	11485	MANCHESTER PARKING DIVI	\$ 1,347.12	\$ 273.48	\$ -	\$ -	\$ -	\$ 1,073.64
23	3124	PINARD WASTE SYSTEM INC	\$ 981.95	\$ 814.30	\$ -	\$ -	\$ -	\$ 167.65
23	21088	VINCENT WHITE SNAP ON T	\$ 135.80	\$ 58.20	\$ -	\$ -	\$ -	\$ 77.60

City of Manchester NH - Receivables
Over 90 Days as of 12/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
23 - CENTRAL FLEET TOTALS								
25	20311	ADVANTAGE RENT A CAR	\$ 8,760.00	\$ 5,748.34	\$ -	\$ -	\$ -	\$ 3,011.66
25	4908	ALL POINTS AIRPORT SERV	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ 1.00
25	24841	ASSET CAR SERVICE	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	4825	BEST WESTERN EXECUTIVE	\$ 0.40	\$ -	\$ -	\$ -	\$ -	\$ 0.40
25	20771	CENTRIX BANK	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
25	7026	CHAUFFERED OCCASIONS IN	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	3624	CORPORATE LIMOUSINE SER	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	3651	DELTA AIRLINES INC	\$ 771,791.54	\$ 238,186.56	\$ -	\$ 141,151.38	\$ 125,558.89	\$ 266,894.71
25	7519	DOT-FAA/TS-A-MZ-110	\$ 46,185.00	\$ -	\$ -	\$ 18,405.00	\$ 19,685.00	\$ 8,095.00
25	19916	DTG OPERATIONS, INC	\$ 5,692.20	\$ 2,258.88	\$ -	\$ 1,129.44	\$ 1,129.44	\$ 1,174.44
25	22188	DTG OPERATIONS, INC (TH	\$ 3,666.13	\$ 1,222.04	\$ -	\$ 611.02	\$ 611.02	\$ 1,222.05
25	1878	JOHNSON CONTROLS	\$ 269.00	\$ -	\$ -	\$ 16.00	\$ -	\$ 253.00
25	4805	MERMAID TRANSPORTATION	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	14944	NH AUTO RENTAL, INC (PA	\$ 2,464.38	\$ -	\$ -	\$ -	\$ -	\$ 2,464.38
25	16045	PARAGON LIVERY	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	10101	QUALITY AIRPORT SHUTTLE	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	6775	SEACOAST AIRPORT SERVICE	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	3973	SHEA JR, EDMUND J	\$ 405.00	\$ 270.00	\$ -	\$ -	\$ -	\$ 135.00
25	3874	VANGUARD CAR RENTAL/ NA	\$ 61.80	\$ -	\$ -	\$ -	\$ -	\$ 61.80
25 - AIRPORT TOTALS								
27	12798	ANYTIME SEPTIC SERVICES	\$ 838,936.45	\$ 241,937.48	\$ -	\$ 161,312.84	\$ 146,984.35	\$ 288,701.78
27	10064	SERVPRO OF MANCHESTER/D	\$ 762.64	\$ -	\$ -	\$ -	\$ -	\$ 762.64
27 - EPD TOTALS								
29	725	PARK CONSTRUCTION CORP	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00
29	26065	PROULX, DENNIS	\$ 862.64	\$ -	\$ -	\$ -	\$ -	\$ 862.64
29 - MWV TOTALS								
30	287	200 ELM STREET REALTY,	\$ 998.50	\$ 10.20	\$ -	\$ 5.10	\$ 5.10	\$ 978.10
30	21341	AVERILL, JENNY	\$ 569.86	\$ 11.68	\$ -	\$ 5.84	\$ 5.84	\$ 546.50
30	9662	BRIDGEWELL FARMS CONDO	\$ 839.90	\$ 22.20	\$ -	\$ 11.10	\$ 11.10	\$ 795.50
30	1378	CHARLES TSIATSIOS TRUST	\$ 2,779.88	\$ 48.98	\$ -	\$ 24.49	\$ 24.49	\$ 2,681.92
30	25885	CLARK, ISABELLE	\$ 269.35	\$ 7.62	\$ -	\$ 3.81	\$ 3.81	\$ 254.11
30	18213	COLE-BRUCE, PAMELA	\$ 1,439.75	\$ 24.90	\$ -	\$ 12.45	\$ 12.45	\$ 1,389.95
30	24709	FRANCOEURS CAFE	\$ 113.50	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 107.50
30	21771	GAMACHE INVESTMENT PROP	\$ 245.00	\$ 6.00	\$ -	\$ 3.00	\$ 3.00	\$ 203.00
30	8937	GIRL'S INC.	\$ 612.90	\$ 16.20	\$ -	\$ 8.10	\$ 8.10	\$ 580.50
30	24374	HANNAFORD, ANDREW	\$ 740.11	\$ 19.06	\$ -	\$ 9.53	\$ 9.53	\$ 701.99
30	21670	HARNUM, DAVID	\$ 519.73	\$ 10.86	\$ -	\$ 5.43	\$ 5.43	\$ 498.01
30	24452	INLAND AMERICAN CFG POR	\$ 1,339.30	\$ 35.40	\$ -	\$ 17.70	\$ 17.70	\$ 1,268.50
30	1255	INTERGRATED HEALTH SVC	\$ 703.20	\$ 14.40	\$ -	\$ 7.20	\$ 7.20	\$ 674.40
30	16305	JOSEPH EQUIPMENT CO	\$ 1,947.20	\$ 31.20	\$ -	\$ 15.60	\$ 15.60	\$ 1,884.80
30	17861	LACROIX, LUCIEN D	\$ 542.24	\$ 9.14	\$ -	\$ 4.57	\$ 4.57	\$ 523.96
30	24375	LORANGER, AMANDA	\$ 431.02	\$ 11.10	\$ -	\$ 5.55	\$ 5.55	\$ 408.82
30	17580	MAHMOTORIC, MUHAREM	\$ 3,662.10	\$ 75.60	\$ -	\$ 37.80	\$ 37.80	\$ 3,510.90
30	19639	MANCHESTER CHRISTIAN CH	\$ 21.24	\$ 0.32	\$ -	\$ 1.50	\$ 1.50	\$ 17.92
30	17794	MITCHELL, JOHN F	\$ 623.00	\$ 10.50	\$ -	\$ 5.25	\$ 5.25	\$ 602.00

City of Manchester NH - Receivables
Over 90 Days as of 12/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
30	14129	MPBUH HOLDING LLC	\$ 336.00	\$ 9.00	\$ -	\$ 4.50	\$ 4.50	\$ 318.00
30	4719	PAGE STREET REALTY	\$ 612.90	\$ 16.20	\$ -	\$ 8.10	\$ 8.10	\$ 580.50
30	19541	RYDER	\$ 122.50	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 116.50
30	22445	WILSON, ELIZABETH	\$ 497.65	\$ 10.98	\$ -	\$ 5.49	\$ 5.49	\$ 475.69
30 - FIRE TOTALS			\$ 19,966.83	\$ 407.54	\$ -	\$ 205.11	\$ 235.11	\$ 19,119.07
33	19086	GOOD STILL	\$ 2,529.71	\$ 636.79	\$ -	\$ 14.84	\$ 487.35	\$ 1,390.73
33	19151	LEVEL UP GAMING	\$ 824.84	\$ 17.90	\$ -	\$ 8.95	\$ 8.95	\$ 789.04
33	4303	MANCHESTER POLICE - OBE	\$ 466.80	\$ -	\$ -	\$ -	\$ -	\$ 466.80
33	5800	NEW ENGLAND HDTA	\$ 4,533.24	\$ 3,621.94	\$ -	\$ -	\$ -	\$ 911.30
33	25653	U.S. CELLULAR	\$ 42.49	\$ 13.49	\$ -	\$ 8.00	\$ 10.00	\$ 11.00
34	85	ASPLUNDH TREE EXPERT CO	\$ 32,203.29	\$ 21,459.52	\$ -	\$ 1,596.86	\$ 2,647.43	\$ 6,499.48
34	14470	CIRCUS AMERICA INC.	\$ 666.72	\$ -	\$ -	\$ -	\$ -	\$ 666.72
34	22797	DB PERRY LLC	\$ 672.36	\$ -	\$ -	\$ -	\$ -	\$ 672.36
34	10987	ERNIE'S EXCAVATION	\$ 4,636.54	\$ 980.53	\$ -	\$ -	\$ -	\$ 3,656.01
34	14517	EVERSOURCE	\$ 1,793.00	\$ -	\$ -	\$ -	\$ -	\$ 1,793.00
34	15274	FAIRPOINT COMMUNICATION	\$ 12,858.91	\$ 11,234.04	\$ -	\$ -	\$ -	\$ 1,624.87
34	15275	FAIRPOINT PROACT	\$ 5,855.15	\$ 4,314.32	\$ -	\$ 980.53	\$ -	\$ 560.30
34	17534	GAMACHE, D	\$ 1,026.42	\$ 17.16	\$ -	\$ 8.58	\$ -	\$ 992.10
34	7093	MILLYS TAVERN	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	20725	NEW YORK BITUMINOUS	\$ 6,365.11	\$ 29.72	\$ -	\$ 14.86	\$ 14.86	\$ 6,305.67
34	8715	NH FISHER CATS	\$ 0.10	\$ -	\$ -	\$ -	\$ -	\$ 0.10
34	11710	PHOENIX COMMUNICATIONS	\$ 896.49	\$ 896.48	\$ -	\$ -	\$ -	\$ 0.01
34	23373	S&S VIKING MECHANICAL	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	26223	SKR SITE SERVICES	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	22219	USA CHICKEN	\$ 1,344.09	\$ 448.24	\$ -	\$ 448.25	\$ -	\$ 447.60
35	11569	AMICA	\$ 110.75	\$ 80.60	\$ -	\$ 10.15	\$ 10.00	\$ 10.00
35	20156	INJURY LAW CENTER	\$ 10.45	\$ 0.30	\$ -	\$ 0.15	\$ -	\$ 10.00
35	25990	STREETDELIVERY	\$ 10.60	\$ 0.30	\$ -	\$ 0.15	\$ 0.15	\$ 10.00
36	26040	CNN/CNN.COM	\$ 252.36	\$ 7.36	\$ -	\$ -	\$ -	\$ 245.00
36	26213	INJURY LAW CENTER	\$ 5.24	\$ 0.16	\$ -	\$ 0.08	\$ -	\$ 5.00
33, 34, 35, & 36 - POLICE TOTALS			\$ 77,777.02	\$ 43,758.85	\$ -	\$ 3,091.40	\$ 3,187.32	\$ 27,739.45
50	17145	3R'S HOME REPAIR	\$ 170.90	\$ 2.30	\$ -	\$ 1.15	\$ 1.15	\$ 166.30
50	26069	ALCUS, DONALD W	\$ 454.54	\$ 12.02	\$ -	\$ 6.01	\$ 6.01	\$ 430.50
50	24772	BEAN, VICTORIA L.	\$ 88.52	\$ 1.56	\$ -	\$ 0.78	\$ 0.78	\$ 85.40
50	7936	BIRON III, WILFRED	\$ 271.64	\$ 6.58	\$ -	\$ 3.29	\$ 3.29	\$ 258.48
50	23559	BISSONNETTE, VICKI	\$ 23.26	\$ 0.56	\$ -	\$ 0.28	\$ 0.28	\$ 22.14
50	20926	BUTLER CONSTRUCTION	\$ 188.72	\$ 3.16	\$ -	\$ 1.58	\$ 1.58	\$ 182.40
50	22297	CALEY, JEFF	\$ 160.60	\$ 3.50	\$ -	\$ 1.75	\$ 1.75	\$ 153.60
50	6321	CERTIFIED MAINTENANCE I	\$ 1.80	\$ -	\$ -	\$ -	\$ -	\$ 1.80
50	23943	CIOLINO, DOMENIC	\$ 79.86	\$ 1.98	\$ -	\$ 0.99	\$ 0.99	\$ 75.90
50	6360	CLATANOFF, THOMAS	\$ 10.89	\$ 10.73	\$ -	\$ -	\$ -	\$ 0.16
50	19436	COCHRAN, ROBERT W	\$ 242.36	\$ 4.38	\$ -	\$ 2.19	\$ 2.19	\$ 233.60
50	10626	CORCORAN ENVIRONMENTAL	\$ 24,182.43	\$ -	\$ -	\$ -	\$ -	\$ 24,182.43
50	22806	CROCKER, ROBERT	\$ 109.78	\$ 2.48	\$ -	\$ 1.24	\$ 1.24	\$ 104.82
50	24710	CROWELL, WILLIAM R	\$ 300.03	\$ 6.34	\$ -	\$ 3.17	\$ 3.17	\$ 287.35
50	25706	DAVIS, LONNIE	\$ 24.75	\$ 0.70	\$ -	\$ 0.35	\$ 0.35	\$ 23.35

City of Manchester NH - Receivables
Over 90 Days as of 12/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	22210	DEMERS, JOSHUA	\$ 161.00	\$ 3.52	\$ -	\$ 1.76	\$ 1.76	\$ 153.96
50	20433	DION, ROLAND	\$ 105.74	\$ 2.04	\$ -	\$ 1.02	\$ 1.02	\$ 101.66
50	22650	DUSSAULT, STEPHAN W	\$ 39.12	\$ 0.88	\$ -	\$ 0.44	\$ 0.44	\$ 37.36
50	11616	FAIRPOINT COMMUNICATION	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ 6.00
50	8273	FAMILY OUTFITTERS	\$ 452.83	\$ 451.50	\$ -	\$ -	\$ -	\$ 1.33
50	19406	FIRST FORD, INC.	\$ 3,418.00	\$ -	\$ -	\$ -	\$ -	\$ 3,418.00
50	21814	FIRSTMARK ADVANTAGE LLC	\$ 4.23	\$ -	\$ -	\$ 3.00	\$ -	\$ 1.23
50	16882	FORTIN, BENJAMIN J	\$ 120.11	\$ 1.46	\$ -	\$ 0.73	\$ 0.73	\$ 117.19
50	24151	FRENCH'S RENOVATION	\$ 184.60	\$ 4.82	\$ -	\$ 2.41	\$ 2.41	\$ 174.96
50	25932	GLENN INDELICATO PAINTI	\$ 14.30	\$ 0.40	\$ -	\$ 0.20	\$ 0.20	\$ 13.50
50	24305	GROVER, DONALD	\$ 156.70	\$ 3.70	\$ -	\$ -	\$ -	\$ 153.00
50	21889	GUILD, JAMES	\$ 74.60	\$ 1.60	\$ -	\$ 0.80	\$ 0.80	\$ 71.40
50	21816	HEINEKE, SARAH	\$ 19.88	\$ 0.42	\$ -	\$ 0.21	\$ 0.21	\$ 19.04
50	25408	HERRON, DUSTIN	\$ 15.26	\$ 0.42	\$ -	\$ 0.21	\$ 0.21	\$ 14.42
50	23942	HOBBS, KRISTOPHER	\$ 56.94	\$ 1.42	\$ -	\$ 0.71	\$ 0.71	\$ 54.10
50	20706	JJ & P GENERAL MAINTENA	\$ 60.50	\$ 0.60	\$ -	\$ 0.30	\$ 0.30	\$ 59.30
50	18338	JOHNSON, CARL	\$ 92.20	\$ 1.60	\$ -	\$ 0.80	\$ 0.80	\$ 89.00
50	10391	JUNGLE JIM'S	\$ 4.74	\$ -	\$ -	\$ -	\$ -	\$ 4.74
50	19405	JUZA III, JOSEPH J	\$ 75.04	\$ 0.82	\$ -	\$ 0.41	\$ 0.41	\$ 73.40
50	16998	KENNEY, JAMES	\$ 130.17	\$ 1.62	\$ -	\$ 0.81	\$ 0.81	\$ 126.93
50	19226	KIMBALL, JUSTIN	\$ 61.27	\$ 1.10	\$ -	\$ 0.55	\$ 0.55	\$ 59.07
50	19255	KONZIELASKI, MICHAEL L	\$ 229.70	\$ 4.12	\$ -	\$ 2.06	\$ 2.06	\$ 221.46
50	18378	KUBA, NICHOLAS G	\$ 258.76	\$ 4.48	\$ -	\$ 2.24	\$ 2.24	\$ 249.80
50	25935	LACROIX, LUCIEN	\$ 55.66	\$ 1.58	\$ -	\$ 0.79	\$ 0.79	\$ 52.50
50	22018	LACROIX, LUCIEN	\$ 48.78	\$ 1.06	\$ -	\$ 0.53	\$ 0.53	\$ 46.66
50	8860	LAVENTURE, MICHAEL	\$ 34.49	\$ 0.74	\$ -	\$ 0.37	\$ 0.37	\$ 33.01
50	18549	LEPINE, WILLIAM	\$ 54.08	\$ 0.42	\$ -	\$ 0.21	\$ 0.21	\$ 53.24
50	18609	LIBERTY UTILITIES, INC	\$ 2,133,837.42	\$ 2,132,546.71	\$ -	\$ -	\$ 201.99	\$ 1,088.72
50	20997	LINBLOOM, JAMES D	\$ 271.80	\$ 5.40	\$ -	\$ 2.70	\$ 2.70	\$ 261.00
50	25802	LITTLEFIELD, ERIC J	\$ 125.15	\$ 2.66	\$ -	\$ 1.33	\$ 1.33	\$ 119.83
50	24199	LOPEZ, JESUS M	\$ 112.96	\$ 2.84	\$ -	\$ 1.42	\$ 1.42	\$ 107.28
50	18394	MACLEAN, KURT P	\$ 184.28	\$ 3.22	\$ -	\$ 1.61	\$ 1.61	\$ 177.84
50	29	MANCHESTER CITY SOLICIT	\$ 14,563.50	\$ 8,063.50	\$ -	\$ -	\$ -	\$ 6,500.00
50	16860	MARTE, JUAN JOSE GONZAL	\$ 78.60	\$ 1.10	\$ -	\$ 0.55	\$ 0.55	\$ 76.40
50	24638	MASSENGALE, CASSIDY	\$ 66.42	\$ 1.76	\$ -	\$ 0.88	\$ 0.88	\$ 62.90
50	21606	MCCORMICK, BRENDAN C	\$ 28.64	\$ 0.82	\$ -	\$ 0.41	\$ 0.41	\$ 27.00
50	21815	MILES, WILLIE J	\$ 36.92	\$ 0.78	\$ -	\$ 0.39	\$ 0.39	\$ 35.36
50	23844	MIRANDA, JULIE	\$ 204.65	\$ 5.02	\$ -	\$ 2.51	\$ 2.51	\$ 194.61
50	26070	MONNIE, WILLIAM T	\$ 117.46	\$ 2.48	\$ -	\$ 1.24	\$ 1.24	\$ 112.50
50	23923	MURRAY, MATTHEW T	\$ 14.15	\$ 0.38	\$ -	\$ 0.19	\$ 0.19	\$ 13.39
50	3109	NATIONAL GRID	\$ 923,077.50	\$ 281,995.00	\$ -	\$ -	\$ -	\$ 641,082.50
50	21824	NELSON, BRUCE	\$ 323.76	\$ 6.84	\$ -	\$ 3.42	\$ 3.42	\$ 310.08
50	22211	NOHELT, JOSEPH	\$ 95.50	\$ 2.08	\$ -	\$ 1.04	\$ 1.04	\$ 91.34
50	25411	PARADIS, KEVIN	\$ 1.68	\$ -	\$ -	\$ -	\$ -	\$ 1.12
50	8728	PELOQUIN, PIERRE J	\$ 759.30	\$ 757.00	\$ -	\$ -	\$ -	\$ 2.30
50	17279	PEREZ, ENRIQUE	\$ 80.30	\$ 1.32	\$ -	\$ 0.66	\$ 0.66	\$ 77.66

City of Manchester NH - Receivables
Over 90 Days as of 12/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	12185	POMEROY, STEVE A	\$ 189.50	\$ 3.40	\$ -	\$ 1.70	\$ 1.70	\$ 182.70
50	24129	REED, KENNETH	\$ 136.86	\$ 3.44	\$ -	\$ 1.72	\$ 1.72	\$ 129.98
50	16772	RICARD, DUANE	\$ 277.12	\$ 3.76	\$ -	\$ 1.88	\$ 1.88	\$ 269.60
50	19085	RIDA MOHSIN AIZA, LLC	\$ 641.96	\$ 10.88	\$ -	\$ 5.44	\$ 5.44	\$ 620.20
50	19437	ROBSON, SCOTT M	\$ 453.90	\$ 8.20	\$ -	\$ 4.10	\$ 4.10	\$ 437.50
50	7617	RONDEAU DEVELOPMENT, LL	\$ 7.61	\$ 7.50	\$ -	\$ -	\$ -	\$ 0.11
50	23023	SACCO, ANNA	\$ 57.20	\$ 1.32	\$ -	\$ 0.66	\$ 0.66	\$ 54.56
50	26178	SHAH, IMRAN	\$ 113.39	\$ 3.26	\$ -	\$ 1.63	\$ -	\$ 108.50
50	22509	SMITH, JOSEPH	\$ 58.45	\$ 1.30	\$ -	\$ 0.65	\$ 0.65	\$ 55.85
50	26209	SPRINGS, GARY	\$ 21.64	\$ 0.64	\$ -	\$ -	\$ -	\$ 21.00
50	8277	ST CYR, JOSEPH	\$ 7.56	\$ -	\$ -	\$ -	\$ -	\$ 7.56
50	23616	STANCZAK, PETER W.	\$ 61.34	\$ 1.48	\$ -	\$ 0.74	\$ 0.74	\$ 58.38
50	4091	STATE OF NEW HAMPSHIRE	\$ 101,354.35	\$ -	\$ -	\$ -	\$ -	\$ 101,354.35
50	21030	STONE, KEVIN G	\$ 99.66	\$ 1.98	\$ -	\$ 0.99	\$ 0.99	\$ 95.70
50	8041	SYKES, WILLIAM	\$ 20.60	\$ 11.00	\$ -	\$ -	\$ -	\$ 9.60
50	19866	T & T PLUMBING & HVAC L	\$ 68.76	\$ 0.72	\$ -	\$ 0.36	\$ 0.36	\$ 67.32
50	18806	THERRIEN, MAURICE	\$ 50.70	\$ 0.90	\$ -	\$ 0.45	\$ 0.45	\$ 48.90
50	18766	VARELA, OSCAR A. AVINA	\$ 69.52	\$ 1.24	\$ -	\$ 0.62	\$ 0.62	\$ 67.04
50	19620	VEILLEUX, DAVID	\$ 332.44	\$ 309.00	\$ -	\$ 1.24	\$ -	\$ 22.20
50	16995	VEINOTTE, BRETT A	\$ 37.10	\$ 0.60	\$ -	\$ 0.30	\$ 0.30	\$ 35.90
50	11935	WHYTE, CRAIG A	\$ 10.68	\$ 0.28	\$ -	\$ 0.14	\$ 0.14	\$ 10.12
50	20369	WINTLE, MARKUS A	\$ 38.56	\$ 0.74	\$ -	\$ 0.37	\$ 0.37	\$ 37.08
50	19084	YOU, ERNIE	\$ 18.65	\$ 0.34	\$ -	\$ 0.17	\$ 0.17	\$ 17.97
50	17215	ZAJAC, JONATHAN S	\$ 87.60	\$ 1.44	\$ -	\$ 0.72	\$ 0.72	\$ 84.72
50 & 51	HIGHWAY TOTALS		\$ 3,210,439.92	\$ 2,424,318.94	\$ -	\$ 85.57	\$ 282.25	\$ 785,753.16
52	23497	AUBIN, KRISTEN	\$ 147.00	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 139.80
52	22750	AUDETTE, CHRISTOPHER	\$ 152.40	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 145.20
52	24001	BECERRIL, MARTIN	\$ 129.09	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 122.45
52	15146	BERGERON, ROLAND	\$ 242.73	\$ 181.82	\$ -	\$ 0.01	\$ -	\$ 60.90
52	22817	BERKLUND, RICHARD	\$ 134.40	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 127.20
52	24168	BOUVIER, SAMANTHA	\$ 243.69	\$ 121.86	\$ -	\$ 60.03	\$ 60.00	\$ 1.80
52	5810	BROCHU, MARIE	\$ 200.00	\$ 122.24	\$ -	\$ 1.12	\$ 1.12	\$ 75.52
52	21568	BROWN, MITCHELL	\$ 68.75	\$ 1.50	\$ -	\$ 0.75	\$ 0.75	\$ 65.75
52	24614	BURNHEIMER, KATIE	\$ 124.11	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 117.47
52	23190	DAVISON, CYNTHIA	\$ 62.25	\$ 1.80	\$ -	\$ 0.45	\$ -	\$ 60.00
52	24228	ECHEVERRIA, OLIMPIA	\$ 64.96	\$ 1.66	\$ -	\$ 0.83	\$ 0.83	\$ 61.64
52	23302	ENRIGHT, JOSHUA	\$ 6.83	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 0.83
52	24179	GOMEZ, KIMBERLY	\$ 136.20	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 129.00
52	25572	GORDILLO, BARBARA	\$ 112.49	\$ 2.49	\$ -	\$ -	\$ 55.00	\$ 55.00
52	23262	HATCH, JEFF	\$ 76.20	\$ 1.80	\$ -	\$ 0.90	\$ 0.90	\$ 72.60
52	25067	HILL, JAMIE	\$ 117.47	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 110.83
52	25520	IDEAL CONSTRUCTION	\$ 680.00	\$ 170.00	\$ -	\$ 85.00	\$ 85.00	\$ 340.00
52	21350	IGO, ERIC	\$ 148.70	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 141.50
52	24372	JOY, MATT	\$ 64.96	\$ 1.66	\$ -	\$ 0.83	\$ 0.83	\$ 61.64
52	8232	LAROCQUE, LISA	\$ 165.00	\$ -	\$ -	\$ 55.00	\$ 55.00	\$ 55.00
52	18567	LAVOIE, NOELLE	\$ 166.75	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 160.75

City of Manchester NH - Receivables
Over 90 Days as of 12/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
52	21917	LESSARD, JEFFREY	\$ 120.00	-	\$ -	\$ -	\$ -	\$ 120.00
52	18327	MCLOUGHLIN, AMANDA	\$ 258.75	4.50	\$ -	\$ 2.25	\$ 2.25	\$ 249.75
52	23489	MILLER, BONNIE	\$ 147.00	3.60	\$ -	\$ 1.80	\$ 1.80	\$ 139.80
52	24055	NORSE, LAURA	\$ 129.09	3.32	\$ -	\$ 1.66	\$ 1.66	\$ 122.45
52	5187	NOT SO PLAIN JANE'S	\$ 12,874.60	1,100.00	\$ -	\$ 550.00	\$ 550.00	\$ 10,674.60
52	25985	ORTIZ, LISANDRA	\$ 122.70	2.70	\$ -	\$ -	\$ 60.00	\$ 60.00
52	23381	PARADAS, RODOLFO	\$ 136.20	3.60	\$ -	\$ 1.80	\$ 1.80	\$ 129.00
52	22954	PERKINS, GINA	\$ 155.10	3.60	\$ -	\$ 1.80	\$ 1.80	\$ 147.90
52	25609	PETERSON, TANJA	\$ 21.65	0.60	\$ -	\$ 0.15	\$ 0.15	\$ 10.00
52	24843	RAUGH, CIJI	\$ 120.79	3.32	\$ -	\$ 1.66	\$ 1.66	\$ 114.15
52	19918	RESIDE, ROBERT	\$ 170.00	-	\$ -	\$ -	\$ -	\$ 170.00
52	24106	ROBY-PALMER, PAULA	\$ 123.60	3.60	\$ -	\$ -	\$ -	\$ 120.00
52	24229	RODRIGUEZ PEREZ, MAELIE	\$ 51.50	1.50	\$ -	\$ -	\$ -	\$ 50.00
52	23938	ROY, CARRISSA	\$ 124.94	3.32	\$ -	\$ 1.66	\$ 1.66	\$ 118.30
52	24399	SANTIAGO, MIGUEL	\$ 113.32	3.32	\$ -	\$ -	\$ -	\$ 110.00
52	25931	SEARLES, AMANDA	\$ 302.70	122.70	\$ -	\$ 60.00	\$ 60.00	\$ 60.00
52	25608	SHATO, LINA	\$ 170.00	-	\$ -	\$ -	\$ -	\$ 170.00
52	24148	SMITH, SIDNEY	\$ 124.11	3.32	\$ -	\$ 1.66	\$ 1.66	\$ 117.47
52	21310	SOUICY, DAN	\$ 90.00	-	\$ -	\$ -	\$ -	\$ 90.00
52	22215	TAJ INDIA, INC	\$ 445.00	170.00	\$ -	\$ 85.00	\$ 85.00	\$ 105.00
52	23590	VEXED LLC	\$ 266.20	6.60	\$ -	\$ 3.30	\$ 3.30	\$ 253.00
52	25600	WAGNER, JAMES	\$ 170.00	-	\$ -	\$ -	\$ -	\$ 170.00
52	25066	WALDEN, TIM	\$ 113.32	3.32	\$ -	\$ -	\$ -	\$ 110.00
52	19477	WALKER, NICOLE	\$ 246.60	5.40	\$ -	\$ 2.70	\$ 2.70	\$ 235.80
52	7529	WESTELL	\$ 2,420.00	1,210.00	\$ -	\$ 320.00	\$ 285.00	\$ 605.00
52	21460	ZGHOUL, OSAMA	\$ 137.50	3.00	\$ -	\$ 1.50	\$ 1.50	\$ 131.50
52 - PARKING TOTALS			\$ 22,398.65	\$ 3,302.11	\$ -	\$ 1,258.84	\$ 1,349.10	\$ 16,488.60
65	17188	IM THIRSTY ENTERTAINMEN	\$ 1,113.00	18.00	\$ -	\$ 9.00	\$ 9.00	\$ 1,077.00
65	26011	NE TITANS	\$ 111.32	3.16	\$ -	\$ 1.58	\$ 1.58	\$ 105.00
65	21840	NH BOBCATS	\$ 315.34	8.92	\$ -	\$ 4.46	\$ 4.46	\$ 297.50
65	24471	PINARD, RAYMOND	\$ 233.00	6.00	\$ -	\$ 3.00	\$ 3.00	\$ 221.00
65	19252	SOUTHERN NH PAGAN PRIDE	\$ 1,283.50	25.50	\$ -	\$ 12.75	\$ 12.75	\$ 1,232.50
65	3004	SOUTHERN NH SKATING	\$ 88.96	-	\$ -	\$ -	\$ 44.48	\$ 44.48
65 - PARKS & REC TOTALS			\$ 3,145.12	\$ 61.58	\$ -	\$ 30.79	\$ 75.27	\$ 2,977.48
GRAND TOTALS			\$ 4,242,266.00	\$ 2,720,074.62	\$ 539.06	\$ 166,499.36	\$ 152,827.36	\$ 1,202,325.60

**City of Manchester
Accounts Receivable
Submissions for Solicitor's Review**

Sent to Solicitor	Dept	Customer Name	Cust #	Invoice #	Invoice Dates	Original Amount	Remaining Balance	Finance Charges	Total Outstanding	Explanation / Determination
	Highway	*Corcoran Environmental	10626	Numerous Invoices	1/6/2010 - 6/28/2010	\$ 29,250.00	\$ 24,182.43	\$ -	\$ 24,182.43	Landfill Lease Payments
	Highway	**National Grid/Liberty Utilities	3109	Numerous Invoices	4/26/2010 - 1/21/2013	\$ 923,077.50	\$ 923,077.50	\$ -	\$ 923,077.50	Roadway Degradation Fees - In Litigation

All accounts determined to be uncollectable by collections >\$1,000 sent to City Solicitor

*Corcoran Environmental Services is subject to a bankruptcy Chapter 11 plan of reorganization. That plan provides that the City's claim should be paid by December 31st of this year.

**National Grid/Liberty Utilities is presently pending before the New Hampshire Supreme Court. Liberty Utilities must file their opening brief by June 6, 2016.

We must file our opposing brief by July 21, 2016. Liberty can file an answering brief by August 22, 2016. After August 22nd the Supreme Court will, most likely, schedule oral arguments. It is expected that oral arguments will take place this fall with a decision from the Court late this year or early next year.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the City's Monthly Financial Report (unaudited) for the first five months of fiscal year 2017, submitted by the Finance Director, has been accepted.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



William E. Sanders
Finance Officer

Sharon Y. Wickens
Deputy Finance Officer

CITY OF MANCHESTER

Finance Department

December 12, 2016

Committee on Accounts, Enrollment and Revenue Administration
C/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is the City of Manchester's unaudited Monthly Financial Report for the first five months of fiscal year 2017.

Expenditures:

The average unobligated balance percentage after five months should be 58.33% as a benchmark. All departments with the exception of Information Systems, Facilities Division and Highway are within 10% of this benchmark. The overall unobligated percentage after five months is 56.67% for 2017 compared to 59.54% a year ago. Health insurance costs for 2017 are unfavorably tracking the budget through November. The severance reserve of \$1,500,000 has an unexpended balance of \$1,329,993. A comparison of severance payouts thru November for FY 2017 and 2016 is as follows:

	2017	2016
Payments	\$ 170,007	\$249,760
Retirements		
Fire	0	4
Police	2	2
Public Works	0	0
Other	3	0
Total	5	6

Revenues:

Revenues for the first five months of fiscal year 2017 are about \$1.3 million more than the same period a year ago. Overall sales and services are \$389 thousand higher than last year mainly due to additional revenues from the Parks & Recreation department. This increase is offset by lower auto registrations and licenses of \$136 thousand and intergovernmental revenues of \$227 thousand. The increase in school chargebacks of \$1.06 million is mainly due to less timely billing in FY 2016. The Municipal Transportation Improvement fund balance at 11/30/16 is \$741,271.

Sincerely,

William E. Sanders
Finance Officer

**CITY OF MANCHESTER
NEW HAMPSHIRE**



FINANCIAL REPORTS

**FOR THE FIVE MONTHS ENDED
NOVEMBER 30, 2016**

UNAUDITED

CITY OF MANCHESTER, NEW HAMPSHIRE
PRELIMINARY FINANCIAL STATEMENTS
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FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2016
(UNAUDITED)

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Budget vs Actual Expenditures - General Fund
By Department Without Restricted Items
For The Five Months Ended November 30, 2016
(UNAUDITED)
Budget Basis
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	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 35,000.00	\$ 35,000.00	50.00
ASSESSORS	608,477.00	234,257.00	374,220.00	61.50
CITY CLERK	992,301.00	452,082.07	540,218.93	54.44
MEDO	139,500.00	51,407.06	88,092.94	63.15
CITY SOLICITOR	1,287,479.00	483,178.23	804,300.77	62.47
FINANCE	955,242.00	356,255.70	598,986.30	62.71
CENTRAL FLEET MANAGEMENT	3,163,824.00	1,232,938.28	1,930,885.72	61.03
INFORMATION SYSTEMS	1,541,651.00	914,377.05	627,273.95	40.69
MAYOR	230,375.00	90,452.58	139,922.42	60.74
OFFICE OF YOUTH SERVICES	592,714.00	230,285.59	362,428.41	61.15
HUMAN RESOURCES	778,710.00	311,156.87	467,553.13	60.04
PLANNING & COMMUNITY DEVELOPMENT	2,021,178.12	772,948.42	1,248,229.70	61.76
FACILITIES DIVISION	6,683,829.00	5,384,044.03	1,299,784.97	19.45
TAX COLLECTOR	494,043.00	198,349.75	295,693.25	59.85
FIRE	19,604,585.00	7,936,722.10	11,667,862.90	59.52
POLICE	22,014,760.00	9,121,084.61	12,893,675.39	58.57
HEALTH	2,809,822.00	975,071.53	1,834,750.47	65.30
HIGHWAY	16,165,972.00	8,922,779.61	7,243,192.39	44.81
WELFARE	1,014,240.00	372,298.46	641,941.54	63.29
PARKS & RECREATION	4,254,109.00	1,957,438.03	2,296,670.97	53.99
LIBRARY	2,003,162.00	831,151.04	1,172,010.96	58.51
SENIOR SERVICES	241,489.00	83,531.95	157,957.05	65.41

TOTAL AGENCIES	87,667,462.12	40,946,809.96	46,720,652.16	53.29

RESTRICTED ITEMS-				
SEVERANCE PAY	1,500,000.00	170,006.81	1,329,993.19	88.67
WORKERS COMPENSATION - SALARY	684,000.00	190,824.65	493,175.35	72.10
WORKERS COMPENSATION - MEDICAL	1,658,108.00	920,019.12	738,088.88	44.51
HEALTH INSURANCE	12,356,967.88	5,515,817.68	6,841,150.20	55.36
DENTAL INSURANCE	712,791.20	246,686.35	466,104.85	65.39
DEATH BENEFIT	72,601.00	21,541.99	51,059.01	70.33
DISABILITY INSURANCE	61,821.00	20,423.01	41,397.99	66.96
CITY RETIREMENT	7,473,224.13	2,970,877.80	4,502,346.33	60.25
FIRE STATE PENSION	5,074,398.00	2,087,996.05	2,986,401.95	58.85
POLICE STATE PENSION	4,614,192.00	1,953,663.69	2,660,528.31	57.66
FICA	3,074,875.67	1,143,476.94	1,931,398.73	62.81
UNEMPLOYMENT	50,000.00	1,500.42	48,499.58	97.00
TUITION	50,000.00	30,423.23	19,576.77	39.15
CGL INSURANCE	668,342.00	404,482.01	263,859.99	39.48

TOTAL RESTRICTED ITEMS	38,051,320.88	15,677,739.75	22,373,581.13	58.80

Budget vs Actual Expenditures - General Fund
 By Department Without Restricted Items
 For The Five Months Ended November 30, 2016
 (UNAUDITED)
 Budget Basis
 MNTBUDNBN1

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	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	751,000.00	-	751,000.00	100.00
MPTS	451,253.00	451,253.00	-	-
CIVIC CONTRIBUTIONS	162,286.00	147,543.00	14,743.00	9.08
NON-CITY PROGRAMS	69,107.00	68,947.83	159.17	.23
STREET LIGHTING	840,000.00	368,455.49	471,544.51	56.14
COMMUNITY IMPROVEMENT PROGRAM	1,091,036.00	1,091,036.00	-	-
TRANSIT SUBSIDY	1,165,724.00	1,165,724.00	-	-
EMPLOYEE MEDICAL SERVICES	40,000.00	9,301.78	30,698.22	76.75
MATURING DEBT	11,863,203.00	2,680,151.47	9,183,051.53	77.41
INTEREST ON MATURING DEBT	5,849,442.00	1,525,495.41	4,323,946.59	73.92
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TOTAL NON-DEPARTMENTAL ITEMS	22,283,051.00	7,507,907.98	14,775,143.02	66.31
	-----	-----	-----	-----
TOTAL GENERAL FUND	\$ 148,001,834.00	\$ 64,132,457.69	\$ 83,869,376.31	56.67
	=====	=====	=====	=====

(UNAUDITED)

Budget Basis

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	FY 2016 MODIFIED BUDGET	FY 2016 OBLIGATIONS TO DATE	FY 2016 UNOBLIGATED BALANCE	FY 2016 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 35,000.00	\$ 35,000.00	50.00
ASSESSORS	609,277.00	233,867.89	375,409.11	61.62
CITY CLERK	994,701.00	381,347.70	613,353.30	61.66
MEDO	140,000.00	58,396.79	81,603.21	58.29
CITY SOLICITOR	1,378,379.00	461,007.66	917,371.34	66.55
FINANCE	956,042.00	340,800.98	615,241.02	64.35
CENTRAL FLEET MANAGEMENT	3,164,824.00	1,231,241.85	1,933,582.15	61.10
INFORMATION SYSTEMS	1,490,151.00	873,440.97	616,710.03	41.39
MAYOR	230,680.61	94,416.43	136,264.18	59.07
OFFICE OF YOUTH SERVICES	595,714.00	201,699.39	394,014.61	66.14
HUMAN RESOURCES	779,910.00	320,731.06	459,178.94	58.88
PLANNING & COMMUNITY DEVELOPMENT	1,980,662.00	765,725.91	1,214,936.09	61.34
FACILITIES DIVISION	6,645,168.51	5,244,557.84	1,400,610.67	21.08
TAX COLLECTOR	494,283.00	164,991.24	329,291.76	66.62
FIRE	19,624,585.00	7,922,086.60	11,702,498.40	59.63
POLICE	22,236,206.71	8,824,847.95	13,411,358.76	60.31
HEALTH	2,813,322.00	994,974.42	1,818,347.58	64.63
HIGHWAY	16,780,145.00	7,137,997.51	9,642,147.49	57.46
WELFARE	1,028,240.00	374,707.84	653,532.16	63.56
PARKS & RECREATION	3,161,937.36	1,337,339.02	1,824,598.34	57.71
LIBRARY	2,004,662.00	769,364.35	1,235,297.65	61.62
SENIOR SERVICES	241,639.00	54,732.07	186,906.93	77.35

TOTAL AGENCIES	87,420,529.19	37,823,275.47	49,597,253.72	56.73

RESTRICTED ITEMS-				
SEVERANCE PAY	730,510.59	249,759.87	480,750.72	65.81
WORKERS COMPENSATION - SALARY	684,000.00	178,863.94	505,136.06	73.85
WORKERS COMPENSATION - MEDICAL	2,314,178.77	884,075.04	1,430,103.73	61.80
HEALTH INSURANCE	12,250,000.00	4,250,325.31	7,999,674.69	65.30
DENTAL INSURANCE	706,004.00	231,509.08	474,494.92	67.21
DEATH BENEFIT	72,101.00	20,015.95	52,085.05	72.24
DISABILITY INSURANCE	61,321.00	19,057.42	42,263.58	68.92
CITY RETIREMENT	6,600,000.00	2,718,794.45	3,881,205.55	58.81
FIRE STATE PENSION	5,127,639.59	2,114,128.68	3,013,510.91	58.77
POLICE STATE PENSION	4,731,657.08	1,854,488.79	2,877,168.29	60.81
FICA	2,872,475.92	1,105,662.93	1,766,812.99	61.51
UNEMPLOYMENT	50,000.00	2,205.31	47,794.69	95.59
TUITION	50,000.00	20,583.47	29,416.53	58.83
CGL INSURANCE	1,211,390.64	350,831.72	860,558.92	71.04

TOTAL RESTRICTED ITEMS	37,461,278.59	14,000,301.96	23,460,976.63	62.63

Budget vs Actual Expenditures - General Fund
 By Department Without Restricted Items
 For The Five Months Ended November 30, 2015
 (UNAUDITED)
 Budget Basis
 MNTBUDNBN2

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	FY 2016 MODIFIED BUDGET	FY 2016 OBLIGATIONS TO DATE	FY 2016 UNOBLIGATED BALANCE	FY 2016 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
MPTS	451,253.00	451,253.00	-	-
CIVIC CONTRIBUTIONS	160,514.00	146,261.00	14,253.00	8.88
NON-CITY PROGRAMS	69,214.32	69,214.32	-	-
STREET LIGHTING	910,835.00	317,805.01	593,029.99	65.11
COMMUNITY IMPROVEMENT PROGRAM	474,500.00	374,500.00	100,000.00	21.07
TRANSIT SUBSIDY	1,153,560.00	1,153,560.00	-	-
EMPLOYEE MEDICAL SERVICES	46,576.69	18,347.84	28,228.85	60.61
MATURING DEBT	11,626,329.00	3,157,904.60	8,468,424.40	72.84
INTEREST ON MATURING DEBT	5,345,835.21	1,210,455.33	4,135,379.88	77.36
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TOTAL NON-DEPARTMENTAL ITEMS	20,238,617.22	6,899,301.10	13,339,316.12	65.91
	-----	-----	-----	-----
TOTAL GENERAL FUND	\$ 145,120,425.00	\$ 58,722,878.53	\$ 86,397,546.47	59.54
	=====	=====	=====	=====

Non-Property Tax Revenues

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For the Five Months Ended November 30, 2016

(UNAUDITED)

Budget Basis

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	FY 2017 MODIFIED BUDGET	FY 2017 REVENUE RECOGNIZED	FY 2017 UNRECOGNIZED BALANCE	FY 2017 PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	755,000.00	4,142.42	750,857.58	99.45
CITY CLERK	2,476,687.00	580,570.79	1,896,116.21	76.56
MEDO	10,000.00	50.00	9,950.00	99.50
CITY SOLICITOR	627,500.00	357,500.00	270,000.00	43.03
FINANCE	6,300,282.00	653,957.95	5,646,324.05	89.62
INFORMATION SYSTEMS	217,000.00	10,000.00	207,000.00	95.39
HUMAN RESOURCES	6,000.00	6,353.37	(353.37)	(5.89)
PLANNING & COMMUNITY DEVELOPMENT	2,350,000.00	1,469,353.77	880,646.23	37.47
FACILITIES DIVISION	5,969,189.00	2,414,435.29	3,554,753.71	59.55
TAX COLLECTOR	19,036,795.00	8,042,269.89	10,994,525.11	57.75
CENTRAL FLEET MANAGEMENT	130,000.00	24,475.19	105,524.81	81.17
FIRE	838,363.00	170,169.01	668,193.99	79.70
POLICE	1,200,344.00	208,483.26	991,860.74	82.63
HEALTH	2,453,613.00	569,488.86	1,884,124.14	76.79
HIGHWAY	4,928,404.00	2,064,667.07	2,863,736.93	58.11
WELFARE	15,000.00	9,236.74	5,763.26	38.42
CEMETERY, PARKS & RECREATION	3,052,310.00	931,913.41	2,120,396.59	69.47
SENIOR SERVICES	8,500.00	1,830.77	6,669.23	78.46

TOTAL AGENCIES	\$ 50,374,987.00	\$ 17,518,897.79	\$ 32,856,089.21	65.22
=====				

Non-Property Tax Revenues

For The Five Months Ended November 30, 2016

(UNAUDITED)

Budget Basis

MNTREVNPRP

	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	20,000.00	10,661.34	9,338.66	46.69
INTEREST AND PENALTIES	1,140,000.00	379,996.85	760,003.15	66.67
CABLE FRANCHISE FEES	1,915,842.00	473,621.61	1,442,220.39	75.28

TOTAL TAXES, INTEREST AND PENALTIES	3,075,842.00	864,279.80	2,211,562.20	71.90
LICENSES AND PERMITS				
AUTO REGISTRATIONS	18,061,086.00	7,609,217.59	10,451,868.41	57.87
LICENSES	430,050.00	53,314.95	376,735.05	87.60
PERMITS	2,253,787.00	1,399,746.68	854,040.32	37.89

TOTAL LICENSES AND PERMITS	20,744,923.00	9,062,279.22	11,682,643.78	56.32
INTERGOVERNMENTAL				
FEDERAL REVENUES	350,000.00	179,815.82	170,184.18	48.62
PAYMENTS IN LIEU OF TAXES	717,300.00	-	717,300.00	100.00
STATE REVENUES	2,555,459.00	1,197,902.18	1,357,556.82	53.12

TOTAL INTERGOVERNMENTAL	3,622,759.00	1,377,718.00	2,245,041.00	61.97
SALES AND SERVICES				
GENERAL REVENUES	159,725.00	66,541.59	93,183.41	58.34
PUBLIC SAFETY	172,450.00	59,789.12	112,660.88	65.33
HIGHWAY	943,258.00	303,687.90	639,570.10	67.80
HEALTH	13,500.00	5,645.00	7,855.00	58.19
CEMETERY, PARKS & RECREATION	1,836,302.00	707,498.24	1,128,803.76	61.47
ZONING BOARD	72,500.00	31,195.00	41,305.00	56.97
PARKING VIOLATIONS	7,500.00	750.00	6,750.00	90.00
COURT FINES	12,000.00	3,719.52	8,280.48	69.00
FEES	1,152,117.00	301,236.75	850,880.25	73.85
WITNESS FEES	75,000.00	36,595.76	38,404.24	51.21

TOTAL SALES AND SERVICES	4,444,352.00	1,516,658.88	2,927,693.12	65.87
OTHER REVENUE SOURCES				
INTEREST INCOME	305,000.00	89,507.27	215,492.73	70.65
FUND TRANSFERS	4,033,100.00	37,301.36	3,995,798.64	99.08
REIMBURSEMENTS	3,535,783.00	1,278,616.91	2,257,166.09	63.84
RENTALS & LEASES	1,150,760.00	150,570.07	1,000,189.93	86.92
SCHOOL CHARGEBACKS	9,459,818.00	3,134,403.94	6,325,414.06	66.87
MISCELLANEOUS	2,650.00	7,562.34	(4,912.34)	(185.37)

TOTAL OTHER REVENUE SOURCES	18,487,111.00	4,697,961.89	13,789,149.11	74.59

TOTAL	\$ 50,374,987.00	\$ 17,518,897.79	\$ 32,856,089.21	65.22
=====				

Budget vs Actual Revenue By Type -
Non-Property Tax Revenues
For The Five Months Ended November 30, 2016
Modified Budget FY 2017
(UNAUDITED)
Budget Basis
MNTREVCOM1

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	ACTUAL FY 2016	MODIFIED BUDGET FY 17	DIFFERENCE ACTUAL 16 VS BUDGET 17	PERCENTAGE DIFFERENCE OF FY16 VS FY17
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	87,687	20,000	(67,687)	(77.19)
INTEREST AND PENALTIES	1,179,845	1,140,000	(39,845)	(3.38)
CABLE FRANCHISE FEES	1,870,203	1,915,842	45,639	2.44
	-----	-----	-----	-----
TOTAL TAXES, INTEREST AND PENALTIES	3,137,735	3,075,842	(61,893)	(1.97)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	19,731,177	18,061,086	(1,670,091)	(8.46)
LICENSES	561,044	430,050	(130,994)	(23.35)
PERMITS	3,056,908	2,253,787	(803,121)	(26.27)
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	23,349,129	20,744,923	(2,604,206)	(11.15)
INTERGOVERNMENTAL				
FEDERAL REVENUES	451,620	350,000	(101,620)	(22.50)
PAYMENTS IN LIEU OF TAXES	713,674	717,300	3,626	.51
STATE REVENUES	2,605,366	2,555,459	(49,907)	(1.92)
	-----	-----	-----	-----
TOTAL INTERGOVERNMENTAL	3,770,660	3,622,759	(147,901)	(3.92)
SALES AND SERVICES				
GENERAL REVENUES	226,432	159,725	(66,707)	(29.46)
PUBLIC SAFETY	167,527	172,450	4,923	2.94
HIGHWAY	1,150,435	943,258	(207,177)	(18.01)
HEALTH	7,070	13,500	6,430	90.95
CEMETERY, PARKS & RECREATION	186,086	1,836,302	1,650,216	886.80
ZONING BOARD	74,415	72,500	(1,915)	(2.57)
PARKING VIOLATIONS	2,350	7,500	5,150	219.15
COURT FINES	14,197	12,000	(2,197)	(15.48)
OTHER FINES	3,452	-	(3,452)	(100.00)
FEES	1,255,290	1,152,117	(103,173)	(8.22)
WITNESS FEES	76,174	75,000	(1,174)	(1.54)
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	3,163,428	4,444,352	1,280,924	40.49
OTHER REVENUE SOURCES				
INTEREST INCOME	225,040	305,000	79,960	35.53
FUND TRANSFERS	3,923,089	4,033,100	110,011	2.80
REIMBURSEMENTS	3,547,754	3,535,783	(11,971)	(.34)
RENTALS & LEASES	983,713	1,150,760	167,047	16.98
SCHOOL CHARGEBACKS	9,379,584	9,459,818	80,234	.86
MISCELLANEOUS	5,075	2,650	(2,425)	(47.78)
	-----	-----	-----	-----
TOTAL OTHER REVENUE SOURCES	18,064,255	18,487,111	422,856	2.34
	-----	-----	-----	-----
TOTAL	\$ 51,485,207	\$ 50,374,987	\$ (1,110,220)	(2.16)
	=====	=====	=====	=====

Budget vs Actual Revenue By Type -
Non-Property Tax Revenues
For The Five Months Ended November 30, 2016 and 2015
(UNAUDITED)
Budget Basis
MNTREVCOM2

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	5 MONTH ACTUAL FY 2016	5 MONTH ACTUAL FY 2017	DIFFERENCE ACTUAL 16 VS ACTUAL 17	PERCENTAGE DIFFERENCE OF FY16 VS FY17
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	24,996	10,661	(14,334)	(57.35)
INTEREST AND PENALTIES	377,357	379,996	2,639	.70
CABLE FRANCHISE FEES	449,580	473,621	24,041	5.35
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TOTAL TAXES, INTEREST AND PENALTIES	851,933	864,279	12,346	1.45
LICENSES AND PERMITS				
AUTO REGISTRATIONS	7,713,017	7,609,217	(103,799)	(1.35)
LICENSES	85,075	53,314	(31,760)	(37.33)
PERMITS	1,222,007	1,399,746	177,739	14.54
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	9,020,099	9,062,279	42,180	.47
INTERGOVERNMENTAL				
FEDERAL REVENUES	278,372	179,815	(98,556)	(35.40)
STATE REVENUES	1,326,309	1,197,902	(128,406)	(9.68)
	-----	-----	-----	-----
TOTAL INTERGOVERNMENTAL	1,604,681	1,377,718	(226,963)	(14.14)
SALES AND SERVICES				
GENERAL REVENUES	104,153	66,541	(37,611)	(36.11)
PUBLIC SAFETY	82,076	59,789	(22,286)	(27.15)
HIGHWAY	457,462	303,687	(153,774)	(33.61)
HEALTH	2,970	5,645	2,675	90.07
CEMETERY, PARKS & RECREATION	83,646	707,498	623,852	745.82
ZONING BOARD	42,165	31,195	(10,970)	(26.02)
PARKING VIOLATIONS	450	750	300	66.67
COURT FINES	8,636	3,719	(4,916)	(56.93)
FEES	321,048	301,236	(19,811)	(6.17)
WITNESS FEES	25,179	36,595	11,416	45.34
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	1,127,785	1,516,658	388,873	34.48
OTHER REVENUE SOURCES				
INTEREST INCOME	70,706	89,507	18,801	26.59
FUND TRANSFERS	50	37,301	37,251	74,502.72
REIMBURSEMENTS	1,356,826	1,278,616	(78,209)	(5.76)
RENTALS & LEASES	107,528	150,570	43,042	40.03
SCHOOL CHARGEBACKS	2,076,406	3,134,403	1,057,997	50.95
MISCELLANEOUS	3,349	7,562	4,213	125.81
	-----	-----	-----	-----
TOTAL OTHER REVENUE SOURCES	3,614,865	4,697,961	1,083,096	29.96
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TOTAL	\$ 16,219,363	\$ 17,518,897	\$ 1,299,534	8.01
	=====	=====	=====	=====

City of Manchester, New Hampshire
Parking Division
Budgetary basis
For the five months ended November 30, 2016

(unaudited)

Object Code Description	2017 Revised Budget	July- November 2016 Activity	2017 Balance
Intergovernmental Total	-	-	-
Charges for Services Total	1,786,150	635,062	1,151,088
Licenses & Permits Total	3,192,000	1,284,670	1,907,330
Interest Total	3,500	290	3,210
Other Revenue Total	985,053	339,038	646,015
Grand Total	5,966,703	2,259,060	3,707,643
Salaries & Wages Total	657,729	235,973	421,756
Employee Benefits Total	331,737	137,991	193,746
Purchased Professional Services Total	14,400	6,223	8,177
Purchased Property Services Total	661,294	293,224	368,070
Other Purchased Services Total	46,850	38,423	8,427
Supplies & Materials Total	122,159	28,877	93,282
Capital Outlay Total	-	-	-
Miscellaneous Total	200,000	86,072	113,928
Non-Departmental Total	409,534	-	409,534
Miscellaneous-Reimburse City Total	3,523,000	37,251	3,485,749
Grand Total	5,966,703	864,035	5,102,668
Excess (deficit) of revenues over expenditures	-	1,395,025	(1,395,025)

**City of Manchester
Health Care Cost Summary**

October - 2016

	Current Year		Prior Year		2 Years Prior	
	October 2016	YTD FY 17	October 2015	YTD FY 16	October 2014	YTD FY 15
Medical Claims and Fixed Costs						
Retiree (Pre - 65)	\$ 155,426	\$ 1,055,306	\$ 288,440	\$ 1,176,931	\$ 216,605	\$ 744,281
Active	\$ 1,340,583	\$ 4,862,556	\$ 1,280,701	\$ 4,050,331	\$ 1,249,131	\$ 4,796,998
Total	\$ 1,496,009	\$ 5,917,862	\$ 1,569,141	\$ 5,227,262	\$ 1,465,736	\$ 5,541,279
						\$ 16,766,806

Prescription Drugs						
Retiree (Pre - 65)	\$ 67,069	\$ 216,175	\$ 46,470	\$ 202,804	\$ 58,256	\$ 173,934
Active	\$ 316,433	\$ 1,195,505	\$ 267,084	\$ 1,010,437	\$ 269,037	\$ 1,051,014
Total	\$ 383,502	\$ 1,411,680	\$ 313,554	\$ 1,213,241	\$ 327,293	\$ 1,224,948
						\$ 3,797,611

Headcount						
Retiree (Pre - 65)	189		203		178	
Active	1,048		1,022		1,044	
Total	1,237		1,225		1,222	

Premium Paid						
Retiree (Pre - 65)	\$ 200,040	\$ 812,710	\$ 213,911	\$ 865,921	\$ 188,208	\$ 755,366
Active	\$ 315,540	\$ 1,107,560	\$ 248,178	\$ 1,005,732	\$ 245,068	\$ 1,005,775
Total	\$ 515,580	\$ 1,920,270	\$ 462,089	\$ 1,871,653	\$ 433,276	\$ 1,761,141
						\$ 5,347,373

Portion of claims subject to Stop Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						\$ 227,930

**City of Manchester
Claims Cost By Plan
FY 2017
Four Months
October 2016**

Active					
	Head Count of Employees	Covered Members **	Claims*	FY 2017 Annualized Claims per Covered Member	FY 2016 Annualized Claims per Covered Member
HMO	874		\$ 4,776,558		
POS	15		190,427		
HSA	117		351,350		
HDHP	42		292,705		
TOTAL	1,048	2,769	\$ 5,611,040	\$ 6,823	\$ 5,406

Retirees					
	Head Count of Retirees	Covered Members **	Claims***	FY 2017 Annualized Claims per Covered Member	FY 2016 Annualized Claims per Covered Member
HMO	105		\$ 966,559		
HDHP	84		233,406		
TOTAL	189	298	\$ 1,199,965	\$ 12,800	\$ 13,142

* Includes medical claims and prescription drugs. Does not include ER contributions to HSA Fund of \$239,520 and fixed costs of \$447,020.

** The number of total covered members by plan type is not available.

*** Includes medical claims and prescription drugs. Does not include fixed costs of \$71,516.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment & Revenue Administration respectfully recommending, after due and careful consideration, that the proposed staff travel request for the Airport for 2017 be approved.

(Unanimous vote with the exception of Alderman Hirschmann who voted in opposition)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



Mark P. Brewer, A.A.E.
Airport Director

One Airport Road
Suite 300
Manchester, NH
03103-7450
Tel: 603-624-6539
Fax: 603-666-4101
www.flymanchester.com

7 December 2016

Honorable Joseph Kelly Levasseur
Committee on Accounts, Enrollment &
Revenue Administration
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Mr. Chairman:

Attached, please find the airport staff's proposed travel request covering calendar year 2017.

Funds for the proposed travel are included in our Enterprise Fund budget or directly from AAEE for specific Board or Committee meetings.

We would appreciate your Committee's concurrence with this travel request so we can make appropriate arrangements.

Also, in reviewing the City's Business Expense Policy dated April 13, 2007, we see that the Airport Parking Policy for City employees traveling on City business is outdated. We would like to respectfully request that the paragraph in the Business Expense Policy be replaced with the attached paragraph. These changes continue to authorize City employees traveling on business to receive no cost parking, but in corporate procedural changes recommended by our internal auditor. These changes have been reviewed and approved by Independent City Auditor, Kevin Buckley.

Sincerely,

A handwritten signature in black ink, appearing to read 'MPB', with a horizontal line extending to the right.

Mark Paul Brewer, A.A.E.
Airport Director

MPB/dab

Attachments

CALENDAR YEAR 2017 TRAVEL REQUESTS

<u>Department</u>	<u>Employee Name(s)</u>	<u>Purpose</u>	<u>Location</u>	<u>Dates</u>
Airport Director	M. Brewer	Delta Corp - Headquarters Visit	Atlanta, GA	Jan (2 days)
	M. Brewer	United Airlines Corp - Headquarters Visit	Chicago, IL	March (2 days)
	M. Brewer	Jet Blue Corp - Headquarters Visit	New York, NY	Apr (2 days)
	M. Brewer	Southwest Airlines Corp - Headquarters Visit	Dallas, TX	Nov (2 days)
	M. Brewer	American Corp - Headquarters Visit	Ft. Worth, TX	Dec (2 days)
*	M. Brewer	31st Aviation Issues Conference	Kauai, HI	January 6 - 12
	M. Brewer	AAAE/ACI-NA Spring Washington Conf	Washington, DC	March 20 - 22
	M. Brewer	89th Annual AAAE Conference & Expo	Long Beach, CA	May 6 - 11
	M. Brewer	59th NEC/AAAE Conference	Rochester, NY	Aug 4 - 9
	M. Brewer	F. Russell Hoyt National Airports Conference	Las Vegas, NV	Sept 30 - Oct 4
*	M. Brewer	Annual N. American/Europe Conf & IAAE Board Mtg	Reykjavik, Iceland	May 23 - 27
*	M. Brewer	AAAE Past Chairs Strategic Planning Mtg	TBD	Nov (6 days)
* paid by AAAE				
<u>Department</u>	<u>Employee Name(s)</u>	<u>Purpose</u>	<u>Location</u>	<u>Dates</u>
Airport Deputy Director	T. Malafronte	Delta Corp - Headquarters Visit	Atlanta, GA	Jan (2 days)
	T. Malafronte	United Airlines Corp - Headquarters Visit	Chicago, IL	March (2 days)
	T. Malafronte	JetBlue Corp - Headquarters Visit	New York, NY	Apr (2 days)
	T. Malafronte	Southwest Airlines Corp - Headquarters Visit	Dallas, TX	Nov (2 days)
	T. Malafronte	American Airlines Corp - Headquarters Visit	Ft. Worth, TX	Dec (2 days)
	T. Malafronte	Jumpstart Air Service Conference	Providence, RI	June 4 - 7
	T. Malafronte	Boyd Group International Conference	Las Vegas, NV	Aug 26 - 31
	T. Malafronte	ACI Marketing & Communications Conference	St. Louis, MO	Nov 5 - 9

<u>Department</u>	<u>Employee Name(s)</u>	<u>Purpose</u>	<u>Location</u>	<u>Dates</u>
Airport Operations	C. Braley/Goodwin/Streeper	Snow Symposium/ASOS/Snow Academy	Buffalo, NY	April (7 days)
	Carl Braley	NEC/AAAE committee meetings	Buffalo, NY	April (2 days)
	Carl Braley	NEC/AAAE committee meetings	Baltimore	July (2 days)
	Carl Braley	NEC/AAAE committee meetings	Alexandria, VA	Nov (2 days)
	Carl Braley/Mike Legere	59th NEC/AAAE Annual Conference	Rochester, NY	Aug 4 - 9
	John Adams	AAAE Airfield & Facilities Management Conference	Eugene, OR	Sept 13 - 15
	Mark Tower	AAAE Airport Pavement Maint. & Eval Workshop	Utah	Sept (2 days)
Airport Security	P. Mueller	ASIS International Conference & Security Exhibit	Dallas, TX	Sept 25 - 28
	R. Perkins	AAAE Airport Credentialing & Access Control Conf	TBD	Q417 (3 days)
	Canine Handler	TSA K-9 Training Conf (Pd by TSA)	Las Vegas, NV	March 14 - 16
(Required to attend per TSA Agreement)				

<u>Department</u>	<u>Employee Name(s)</u>	<u>Purpose</u>	<u>Location</u>	<u>Dates</u>
Accounting	T. Avampato	AAAE Airport Finance and Administration Conference	Daytona, FL	March 4 - 8

<u>Department</u>	<u>Employee Name(s)</u>	<u>Purpose</u>	<u>Location</u>	<u>Dates</u>
Contracts	P. Turcotte	GCR User's Conf - Property Mgmt & A/R software	New Orleans, LA	March 20 - 24
	D. Bush	AAAE Basics of Airport Law Conference	San Francisco, CA	Nov (5 days)

<u>Department</u>	<u>Employee Name(s)</u>	<u>Purpose</u>	<u>Location</u>	<u>Dates</u>
Airport Auditor	W. Robinson	AAIA Conference	Boston	June 25 - 28
	W. Robinson	AAIA Mid-Year Board Meeting	TBD	Q417 (3 days)

REV 12/6/16 KT

Parking Validation: Manchester-Boston Regional Airport (MHT) parking validation is available to City of Manchester employees traveling on official City business. Requests for parking validation must be made at least three business days prior to travel and employees must park in either the garage or long-term parking.

Parking validation requests should be directed to the Airport Communications Center at commcenter@flymanchester.com. Requests should include the name of the individual traveling, the department being represented, proposed dates of travel and the time the individual is scheduled to return to MHT. A copy of the Mayor's letter of approval for travel must also be included with the request.

When the appropriate information is received, the airport will prepare a parking pass (yellow, 4x6 card) to include the travelers name and department, as well as the dates they are authorized to park. The parking pass will be made available at the Airport Communications Center (24/7), which is located on the first floor of the terminal building.

Please present the parking pass (along with the ticket that was pulled to enter the garage or long-term lot), to the agent at the exit booth. The cashier will take these two items, process them and raise the gate to allow the individual to exit.

If you should have any questions regarding the parking validation procedure, please feel free to contact the airport at (603) 624-6539.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment & Revenue Administration respectfully recommending, after due and careful consideration, that the Airport Parking Policy for City employees be approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee



Mark P. Brewer, A.A.E.
Airport Director

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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment & Revenue Administration respectfully recommending, after due and careful consideration, that Manchester Makerspace be reimbursed \$1,593.70 from the Arts Commission Fund for a project on Old Granite Street.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



MANCHESTER ARTS COMMISSION

November 13, 2016

Heather Freeman
Assistant City Clerk
Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

City Clerk's Office

NOV 14 2016

RECEIVED

Heather,

Manchester Arts Commission has commissioned artist James Chase to create a set of murals to add to the creative mood on Old Granite Street, entrance to the Gaslight District, at the Manchester Makerspace building (36 Old Granite Street). The costs for this project total \$1,593.70 (\$843.70 for supplies, \$750 fee of artist). I have attached receipts.

Can you please present this to tomorrow night's Board of Mayor and Aldermen meeting for approval to release \$1,593.70 from the Manchester Arts Fund to cover the cost of this project? Payment should be issued to Manchester Makerspace, who will coordinate payment to James and expense reimbursement to those involved.

I have also attached two images of the murals. With James, we involved students from New Hampshire Institute of Art and James involved Big Brother/Big Sister. These murals brighten Old Granite Street and will help draw visitors, business into downtown.

Thank you so much.

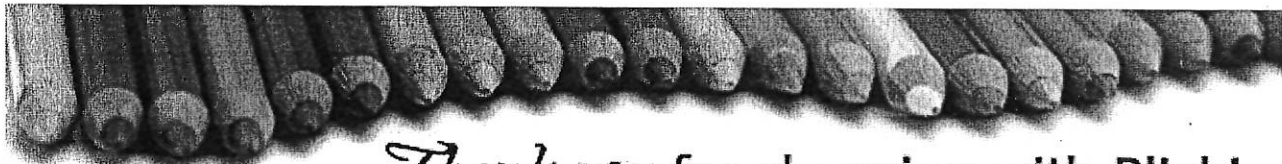
Daniel Bérubé
Chair/Arts Commissioner
Manchester Arts Commission

Your Blick Order Confirmation - Order# 16292003

Orders@dickblick.com

Sent: Tuesday, September 20, 2016 11:42 PM

To: James Chase

BLICK®[my account](#) | [order status](#) | [customer service](#)**order confirmation***Thank you for shopping with Blick!*

Order Number: 16292003

Order Date: 9/20/2016

Payment Method:

VISA****8290

Billing Address:

James Chase

115 Mammoth Rd

Hooksett NH 03106

Subtotal: \$314.55

Shipping: \$4.00

TOTAL: \$318.55

+ 134.47

TOTAL:

\$453.02

Shipping Address:

James Chase

115 Mammoth Rd

Hooksett NH 03106

Item	Item Detail	Price	Qty	Subtotal
01425-2510	MONTANA GOLD ACRYLIC - !H DOLPHINS X Backordered until 10/03/2016	\$6.99	1	\$6.99
01425-3730	MONTANA GOLD ACRYLIC - !H REEF ✓ In stock and reserved	\$6.99	1	\$6.99
01425-6080	MONTANA GOLD ACRYLIC - !H VIOLA ✓ In stock and reserved	\$6.99	1	\$6.99
01425-1120	MONTANA GOLD ACRYLIC - !H SWEET DREAM ✓ In stock and reserved	\$6.99	1	\$6.99
01425-3370	MONTANA GOLD ACRYLIC - !H FROZEN RASPBERRY ✓ In stock and reserved	\$6.99	1	\$6.99

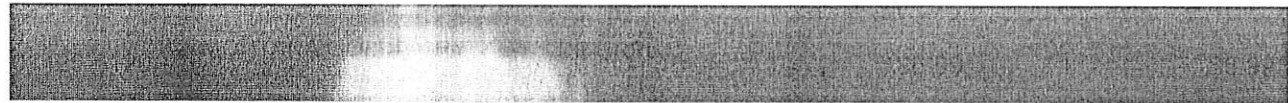
01425-3960	MONTANA GOLD ACRYLIC - IH BAZOOKA JOE ✓ In stock and reserved	\$6.99	1	\$6.99
01425-2260	MONTANA GOLD ACRYLIC - IH STEALTH ✓ In stock and reserved	\$6.99	1	\$6.99
01425-1000	MONTANA GOLD ACRYLIC - IH SHOCK WHT ✓ In stock and reserved	\$6.99	2	\$13.98
01425-2550	MONTANA GOLD ACRYLIC - IH RUSTO COAT ✓ In stock and reserved	\$6.99	1	\$6.99
01425-3060	MONTANA GOLD ACRYLIC - IH PNK PNK ✓ In stock and reserved	\$6.99	1	\$6.99
01425-3810	MONTANA GOLD ACRYLIC - IH FLESH ✓ In stock and reserved	\$6.99	1	\$6.99
01425-3080	MONTANA GOLD ACRYLIC - IH DUSTY PNK ✓ In stock and reserved	\$6.99	1	\$6.99
01425-5910	MONTANA GOLD ACRYLIC - IH DENIM ✓ In stock and reserved	\$6.99	1	\$6.99
01425-3450	MONTANA GOLD ACRYLIC - IH CHERRY BLOSSOM ✓ In stock and reserved	\$6.99	1	\$6.99
01425-1690	MONTANA GOLD ACRYLIC - IH CAN2 COOL CANDY ✓ In stock and reserved	\$6.99	2	\$13.98
01425-2900	MONTANA GOLD ACRYLIC - IH BUTTA ✓ In stock and reserved	\$6.99	1	\$6.99
01425-4690	MONTANA GOLD ACRYLIC - IH BLAST ORG ✓ In stock and reserved	\$6.99	1	\$6.99
01425-4320	MONTANA GOLD ACRYLIC - IH BANANA ✓ In stock and reserved	\$6.99	1	\$6.99
01425-4231	MONTANA GOLD ACRYLIC - IH TRANS ULTRAMRINE ✓ In stock and reserved	\$6.99	1	\$6.99
01425-3731	MONTANA GOLD ACRYLIC - IH TRANS REEF ✓ In stock and reserved	\$6.99	2	\$13.98
01425-4930	MONTANA GOLD ACRYLIC - IH SHOCK YLW ✓ In stock and reserved	\$6.99	2	\$13.98
01425-3010	MONTANA GOLD ACRYLIC - IH SHOCK RED ✓ In stock and reserved	\$6.99	1	\$6.99
01425-5040	MONTANA GOLD ACRYLIC - IH SHOCK BLU DK ✓ In stock and reserved	\$6.99	1	\$6.99
01425-3900	MONTANA GOLD ACRYLIC - IH ROYAL RED ✓ In stock and reserved	\$6.99	2	\$13.98
01425-2240	MONTANA GOLD ACRYLIC - IH ROOF ✓ In stock and reserved	\$6.99	1	\$6.99
01425-8800	MONTANA GOLD ACRYLIC - IH NOUGAT ✓ In stock and reserved	\$6.99	1	\$6.99
01425-2050	MONTANA GOLD ACRYLIC - IH NAUTILUS ✓ In stock and reserved	\$6.99	1	\$6.99

01425-7110	MONTANA GOLD ACRYLIC - !H MT FUJI ✓ In stock and reserved	\$6.99	2	\$13.98
01425-2200	MONTANA GOLD ACRYLIC - !H MT EVEREST ✓ In stock and reserved	\$6.99	1	\$6.99
01425-1100	MONTANA GOLD ACRYLIC - !H MORTADELLA ✓ In stock and reserved	\$6.99	1	\$6.99
01425-7140	MONTANA GOLD ACRYLIC - !H MALACHITE LT ✓ In stock and reserved	\$6.99	1	\$6.99
01425-7160	MONTANA GOLD ACRYLIC - !H MALACHITE DK ✓ In stock and reserved	\$6.99	1	\$6.99
01425-7150	MONTANA GOLD ACRYLIC - !H MALACHITE ✓ In stock and reserved	\$6.99	2	\$13.98
01425-2230	MONTANA GOLD ACRYLIC - !H IRON CURTIAN ✓ In stock and reserved	\$6.99	1	\$6.99
01425-3490	MONTANA GOLD ACRYLIC - !H GLEAMING PNK ✓ In stock and reserved	\$6.99	1	\$6.99
01425-6120	MONTANA GOLD ACRYLIC - !H DP PRPL ✓ In stock and reserved	\$6.99	1	\$6.99
01425-1260	MONTANA GOLD ACRYLIC - !H BRAIN ✓ In stock and reserved	\$6.99	1	\$6.99
01425-5390	MONTANA GOLD ACRYLIC - !H BLU VELVET ✓ In stock and reserved	\$6.99	1	\$6.99

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8990 SALE 1676 5075 040 10/07/16 14:18

MT GOLD ACRYL SHO 11.99
4048500285646 1 @ 11.99 N

(RETURN VALUE 5.99)

COUPON GET AN ITEM 50% OFF 6.00-

Coupon(s) Applied:

400100162415 50% AORPI

TOTAL 5.99

ACCOUNT NUMBER *****8290

Debit 5.99

APPROVAL: 031829 CHIP ONLINE

PIN Verified

Application Label: US DEBIT

AID: A0000000980840

TVR: 8080048000

TSI: 6800

DEVICE ID: 0040

TRACE REF: 004602950

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276 ELM ST
MANCHESTER, NH

DATE 09/21/16 12:32

TRAN# 9011457

PUMP# 01

SERVICE LEVEL: SELF

PRODUCT: UNLD

GALLONS: 1.545

PRICE/G: \$ 1.939

FUEL SALE \$ 3.00

DEBIT \$3.00

VISA DEBIT

Payment from

Primary Account

XXXXXXXXXXXX8290

Auth #: 719665

Resp Code: 0

Stan: 0250503717

Invoice #: 324662

SITE ID: VP332816600

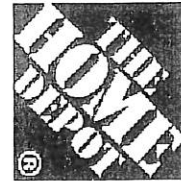
01

**GAS FOR JACKS
POWER WASHER**

THANK YOU

HAVE A NICE DAY

**MURAL
JAMES CHASE**



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More doing.™

129 MARCH AVE., MANCHESTER, N.H. 03103
603-627-1900

3482 00003 44473 09/25/16 05:30 PM
CASHIER COURTNEY

045242145409 CRIMP WHEEL <A> 16.97
MILWAUKEE 4" CRIMPED WIRE WHEEL BRUSH

SUBTOTAL 16.97
SALES TAX 0.00
TOTAL \$16.97
XXXXXXXXXXXX8290 DEBIT

AUTH CODE 161249
Chip Read Verified By PIN
AID A0000000980840 US DEBIT
TVR 8080048000
IAD 06010A03600000

TSI 6800
ARC 00
MURAL
James Chase

IR® BRUSH FOR GRINDER -



3482 03 44473 09/25/2016 8318

IN STORE
POT.COM
ORDERS

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
1 90 01/16/2017
THE HOME DEPOT RESERVES THE RIGHT TO
/ DENY RETURNS. PLEASE SEE THE
STORE SIGN IN STORES FOR
DETAILS.

3482 58 08662 10/18/2016 8945

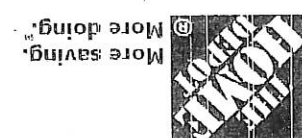


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ARC 00

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SALES TAX 0.00
TOTAL \$25.03
USD\$ 25.03

MINI MAX HELMSMAN SAT QT 450V
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027426632059 HEL QT-S <A> 16.57
020066878153 PRIMER <A> 8.46
CASHIER SELF CHECK OUT
3482 00058 08662 10/18/16 02:25 PM
603-627-1900

129 MARCH AVE. MANCHESTER, N.H. 03103



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POLICY ID DAYS POLICY EXPIRES ON
1 90 01/12/2017
THE HOME DEPOT RESERVES THE RIGHT TO
LIMIT / DENY RETURNS. PLEASE SEE THE
STORE SIGN IN STORES FOR
DETAILS.

3482 57 60806 10/14/2016 6580



James Chase
MURAL

AUTH CODE 872472
Chip Read Verified By PIN
AID A0000000980840 US DEBIT
TVR 8080048000
IAD 06010A03600000
TSI 6800
ARC 00

SUBTOTAL 83.48
SALES TAX 0.00
TOTAL \$83.48
USD\$ 83.48

MINI MAX HELMSMAN SAT GAL 350V
BEHR I/E DTM 3230 DEEP 1160Z
027426132207 HELMS GAL <A> 46.00
678885155414 DTM PAINT <A> 37.48
CASHIER SELF CHECK OUT
3482 00057 60806 10/14/16 12:00 PM
603-627-1900

129 MARCH AVE. MANCHESTER, N.H. 03103



More saving.
More doing.™

Michael's

Where Creativity Happens™

MICHAELS STORE #5075 (603) 263-8252

MICHAELS STORE #5075
777 S WILLOW ST, STE 1
MANCHESTER, NH 03103-4036

Rewards Number: LMR30073511041
** Return Barcode **

8-9495-1845-5245-2100-7111-2116-1361-3496



8990 SALE 5327 5075 006 11/11/16 14:30

MT GOLD ACRYL SHO 11.99
4048500285790 1 @ 11.99 N
(RETURN VALUE 5.99)

COUPON GET AN ITEM 50% OFF 6.00-

Coupon(s) Applied:

400100798713 50% ADPRT
TOTAL 5.99

CASH TENDER 20.00
CHANGE 14.01

This receipt expires at 120 days on 03/14/17

8-9495-1845-5245-2100-7111-2116-1361-3496

Michael's

Where Creativity Happens™

MICHAELS STORE #5075 (603) 263-8252

MICHAELS STORE #5075
777 S WILLOW ST, STE 1
MANCHESTER, NH 03103-4036

** Return Barcode **

8-9381-1845-5245-2779-5111-9116-1361-8669



1828 SALE 2554 5075 002 11/11/16 14:30

MT GOLD ACRYL SHO 11.99
4048500285790 1 @ 11.99 N
(RETURN VALUE 9.59)
20% OFF DISCOUNTABLE PURCH 2.40-

AMOUNT QUALIFIED FOR DISCOUNT: \$ 11.99

Coupon(s) Applied:

400100985397 20%OFF ALL
TOTAL 9.59

ACCOUNT NUMBER *****8290

Debit 9.59

APPROVAL: 033048 CHIP ONLINE

PIN Verified

Application Label: US DEBIT

AID: A0000000980840

TVR: 8080048000

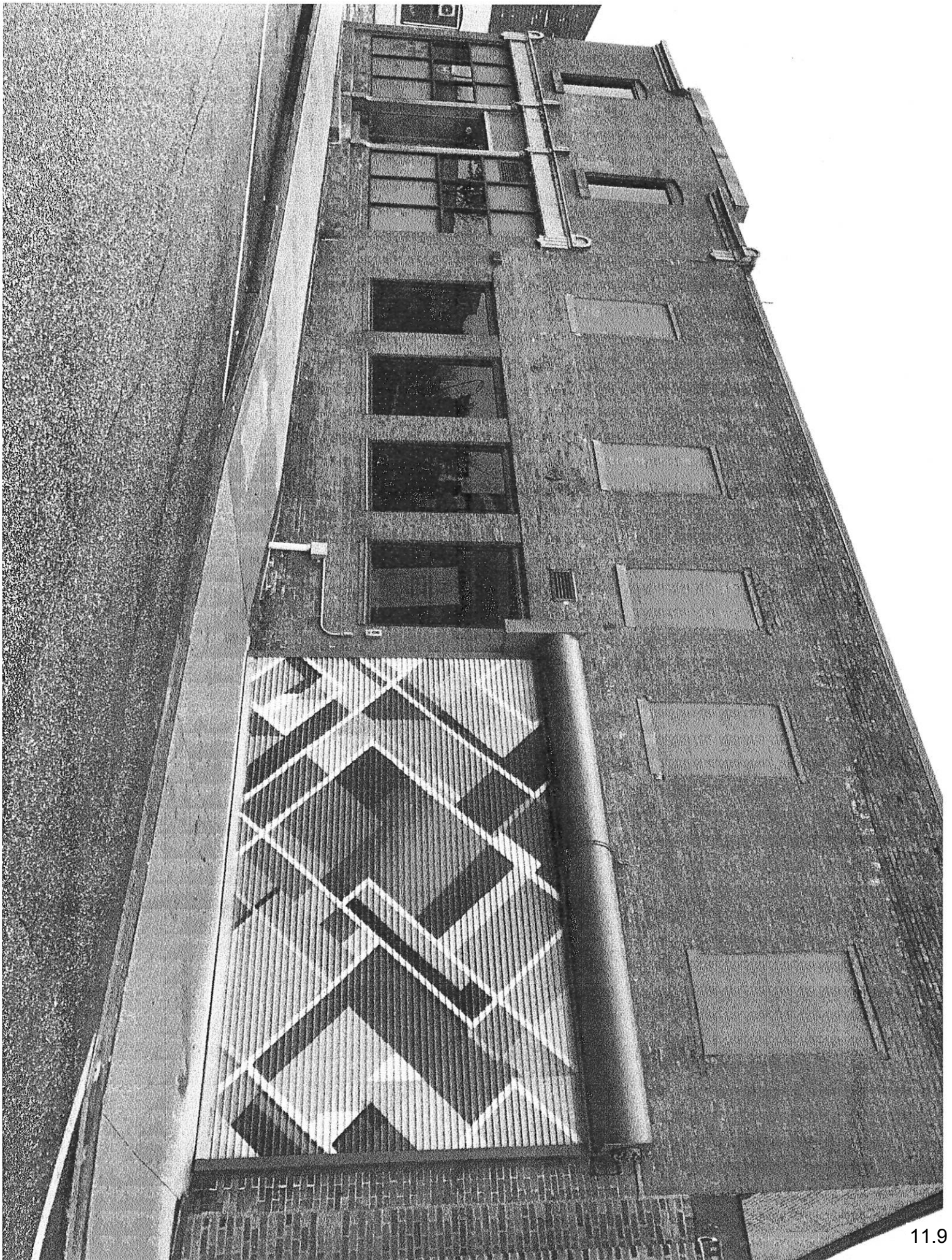
TSI: 6800

DEVICE ID:0002

TRACE REF:004699320

This receipt expires at 120 days on 03/14/17

8-9381-1845-5245-2779-5111-9116-1361-8669





M|A|C

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that the banner application submitted by Manchester Monarchs for a banner to be hung on Elm & Pleasant Streets from February 6, 2017 through February 11, 2017 has been approved.

(Unanimous vote with the exception of Alderman Pappas who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



BUSINESS LICENSE APPLICATION

Office of the City Clerk/Business Licensing & Enforcement Division | One City Hall Plaza/Manchester, NH 03101 | (603) 624-6348

Date: 12/1/16

Instructions

- (1) Please return all pages of this application with all applicable information completed.
- (2) Using the worksheet provided, figure the total business license fee.
- (3) Please make checks payable to the "City of Manchester".
- (4) Checks returned by your financial institution are subject to a \$30.00 penalty.
- (5) The licensing year begins May 1st. Applications received after this time may be subject to a late charge. New licenses will expire on April 30th of the following year, unless the licensed activities are otherwise limited or invalidated by local, state, or federal authority.

SECTION I. IDENTIFICATION

- (A) Applicant: Mackenzie Fraser
Business Name: Manchester Monarchs
Business Address:
(No PO Box) 66 Hanover St.
Suite 200 Manchester, NH 03101
Telephone #: 603-626-7825 Federal Tax ID #: _____
Manager's Name(s): _____

Email Address(es): _____

(B) Property Owner's Name: _____
Property Owner's Address:
(No PO Box) _____
Property Owner's Phone #: _____

- (C) As part of the application process, some city departments may need to contact your business to schedule an interview or an inspection. Please identify the person to be contacted and the best time(s) to call.

Contact Person: Mackenzie Fraser
Time(s): Whenever Email Address: mfraser@manchester
monarchs.com

SECTION II. BUSINESS INFORMATION

(A) Business Activities: Please check all applicable activities and fill out the appropriate noted sections.

<input type="checkbox"/>	AMUSEMENT DEVICE VENDOR-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D) & V
<input type="checkbox"/>	AMUSEMENT DEVICE VENDOR (OUT OF TOWN)-Sections I, II(A), II(D), III, IV(C)& V
<input type="checkbox"/>	AMUSEMENT DEVICE-Sections I, II(A), II(C), III, IV(C) & V
<input type="checkbox"/>	ARCADES (6 OR MORE DEVICES)-Sections I, II(A), II(B), II(C), III, IV(A), IV(C), IV(D)& V
<input type="checkbox"/>	BANNERS-Sections I(A), II(A) & X
<input type="checkbox"/>	CHRISTMAS TREES / FUEL WOOD-Sections I, II(A), II(F), III, IV(A) & IV(D)
<input type="checkbox"/>	DANCE/DANCE HALLS/EPOA CLASS I-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D)& V
<input type="checkbox"/>	EMPLOYMENT OFFICES-Sections I, II(A), II(B), III, IV(A), IV(D) & V
<input type="checkbox"/>	ENTERTAINMENT PLACE OF ASSEMBLY CLASS I-Contact MEDO at (603) 624-6505
<input type="checkbox"/>	ENTERTAINMENT PLACE OF ASSEMBLY CLASS II-Contact MEDO at (603) 624-6505
<input type="checkbox"/>	ENTERTAINMENT PLACE OF ASSEMBLY CLASS III-Sections I, II(A), II(B), II(E), III, IV(A), IV(B), IV(C), IV(D), & V
<input type="checkbox"/>	JUNK DEALERS AND SCRAP YARDS-Sections I, II(A), II(F), III and IV(A), IV(C), IV(D) & V
<input type="checkbox"/>	KIOSK-Sections I, II(A), II(B), III & IV(B) (food only)
<input type="checkbox"/>	NOISE PERMIT-Sections I, II(A), II(F) & III
<input type="checkbox"/>	PEDDLERS/HAWKERS-Sections I, II(A), II(E), III, IV(A), IV(B), IV(C), IV(D)& VIII
<input type="checkbox"/>	PEDDLERS/HAWKERS (CIVIC CENTER)-Sections I, II(A), II(E), III, IV(A), IV(B), IV(C), IV(D)& VIII
<input type="checkbox"/>	PETTY GROCERS/BUTCHERS-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
<input type="checkbox"/>	RAFFLE/TAG DAY-Sections I(A), II(A) & XI
<input type="checkbox"/>	RESTAURANTS / FOOD SERVICE-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
<input type="checkbox"/>	SECONDHAND DEALERS AND AUCTION HOUSES-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D) & V
<input type="checkbox"/>	SECONDHAND DEALERS AND AUCTION HOUSES (OUT OF TOWN)-Sections I, II(A), II(D), III, & IV(C)
<input type="checkbox"/>	SIDEWALK ENCUMBRANCE-Sections I, II(A), II(F), III, IV(A), IV(C), IV(F) & VI
<input type="checkbox"/>	SIDEWALK SIGNS-Sections I, II(A), II(F), III, IV(A), IV(F) & VII
<input type="checkbox"/>	SUNDAY ACTIVITIES-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
<input type="checkbox"/>	TAXICAB COMPANY-Sections I, II(A), II(B), II(F), III, IV(A), IV(C), IV(D), V & IX
<input type="checkbox"/>	TAXICAB COMPANY (OUT OF TOWN)-Sections I, II(A), II(D), II(F), III, IV(C), & IX
<input type="checkbox"/>	TOWING-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D)& V
<input type="checkbox"/>	TOWING (OUT OF TOWN)-Sections I, II(A), II(D), III & IV(C)
<input type="checkbox"/>	TRANSFER OF BUSINESS (Name Change)-Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D) & V
<input type="checkbox"/>	TRANSFER OF BUSINESS (Location Change) -Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D)& V
<input type="checkbox"/>	TRANSFERS OF BUSINESS (Ownership Change) -Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D)& V
<input type="checkbox"/>	OTHER _____

SECTION X. MUNICIPAL BANNER LICENSE APPLICATION

Event: Monarchs- Pink in the Rink Event Date: 2/11/17

Sponsoring Organization: Manchester Monarchs

Contact Person for Event: Mackenzie Fraser

Contact's Phone #: 603-626-7825 Email: mfraser@manchester-monarchs.com

Time Period Requested: Feb 5th - Feb 6th - Feb 11th, 2017

Number of cross-street banners (max of two at any given time): 1

BANNER LOCATION(S) FEES

Elm and Bridge Streets	\$500.00
Elm and Pleasant Streets	\$500.00
Hanover and Chestnut Streets	\$125.00
Kelley and Dubuque Streets	\$125.00

\$ 500.00

In the area below, illustrate (or attach to this application) exactly how your banner will appear:

Manchester Monarchs

PINK IN THE RINK

Signature of responsible party indicating that you have read the City of Manchester Municipal Banner Policy (available at www.manchesternh.gov/banner):

Signature: Mackenzie Fraser Date: 12/1/16

Office Use Only

Date Received: _____ Committee Review: _____ Committee Action: _____
Insurance Carrier: _____ Fee Submitted: _____

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that Child and Family Services be permitted to hold an overnight event on March 24, 2017 in Stanton Plaza.

(Unanimous vote with the exception of Alderman Pappas who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

November 9, 2016

Honorable Board of Mayor and Aldermen
City of Manchester, NH
1 City Hall Plaza
Manchester, NH 03101

Dear Honorable Board of Mayor and Aldermen:

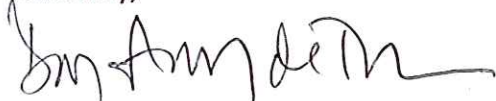
In an effort to raise community awareness and critical funds to support homeless youth in our community, Child and Family Services is planning its 2nd Annual Sleep Out event on March 24, 2017. Similar events have been held in New York City and Burlington, Vermont with significant success. These events bring community leaders, businesses and volunteers together to raise funds to provide services to homeless youth, helping them on a path to self-sustainability.

This event happens overnight, and outside the hours of Manchester's city curfew. We again wish to hold this event in Stanton Plaza, and request a waiver of the curfew requirements. We have been in contact with Kim Roy, General Manager of the Radisson Hotel, and she is happy to support us in our efforts to hold this event. Below is some information to help you in making your decision:

- Date: Friday, March 24, 2017
- Time: 7:00pm-7:00am (Includes set up and clean up time. Actual event begins at 9pm)
- Participants: 100 community and business leaders. This is an adult event; no children will be sleeping out.
- Funds raised: Will support homeless services for youth provided by Child and Family Services.
- Equipment to be placed in park: One 40x30 tent, tarps to lay on the ground, trash barrels and 2 portable toilets. This is a quiet, solemn event. No loud music or entertainment is provided. The goal is to connect participants with the experience of homelessness.
- City permit: We will work closely with the City of Manchester Police Department and Department of Public Works to meet all requirements of holding a public event.

Thank you for your consideration of our request to obtain a permit for this event. If you need additional information, please do not hesitate to contact me.

Sincerely,



Borja Alvarez de Toledo, President and CEO

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully recommending, after due and careful consideration, that the recommendations from the Central Service Business District Advisory Committee be approved.

(Unanimous vote with the exception of Alderman Pappas who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

City of Manchester
Central Business Service District
Advisory Committee

November 9, 2016

The Honorable Mayor and Board of Aldermen
C/O Matt Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

RE: Recommendations from the CBSD Advisory Committee

Dear Mayor Gatsas and Members of the Board:

As required by the City Charter, the Central Business Service District (CBSD) Advisory Committee continues to meet regularly to review the activities and services of Intown Manchester. As an advisory committee to the Mayor and Board of Aldermen charged with overseeing the expenditure of funds raised through the CBSD Special Assessment, we respectfully report the following relative to Intown Manchester's administration of these funds.

The Intown Manchester FY 17 budget identifies projected revenue of \$430,394, including \$258,000 from the CBSD Special Assessment. We would like to point out that during the past five years for every dollar raised from the special assessment, Intown successfully leveraged an additional 40 percent through fundraising efforts. Annually Intown produces 29 events, 30+ e-blasts, eight to ten direct mail pieces, 200 banners, and attracted more than 100,000+ people to events hosted in the downtown area.

Intown Manchester has increased their beautification efforts by placing additional flowers in both Veterans and Victory Park, adding 18 additional large flower planters throughout downtown, and increasing graffiti and trash removal efforts to meet the demand of downtown business owners and customers. Intown Manchester has also increased the holiday decorations along Elm Street, including two decorated Christmas trees in City Hall Plaza and at the Brady Sullivan Plaza, over 200 wreaths throughout the district, and garland on the five arches in Downtown and in Veterans Park.

The CBSD Advisory Committee encourages Intown Manchester to continue seeking revenue streams that help to further the impact of the special assessment dollars.

The CBSD Advisory Committee hereby recommends to the Mayor and Board of Aldermen that the City approve an extension of Intown Manchester's contract consistent with the following terms:

- Maintain the current CBSD boundaries.
- Extend a contract to Intown Manchester that is subject to normal service reviews under the purview of the CBSD Advisory Committee. We recommend a five-year contract with the provision that the City work with the Intown Board of Directors to annually review the special assessment and the CBSD boundaries.
- Maintain the amount of the special assessment of \$258,000 per year for the 5 year contract.
- That Intown Manchester continue to focus on beautification, support existing City services that are not being provided by the City as referenced in Article V Section H Chapter 31, and produce events and promote other activities that are an integral part of the continued vitality of the CBSD.

Thank you for your consideration of these recommendations.

Sincerely,

Denis Dancoes, Cushman & Wakefield, Inc.

Brian Heffron, Copy Express

Monica Leap, Studio 550

Rich Tango-Lowy, Dancing Lion Chocolate

Robert Tourigny, Neighborworks Southern NH

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the request for a property line adjustment between Water Works and the property owners of 5 Finch Lane, Auburn, NH be approved.

(Unanimous vote with the exception of Alderman Pappas who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



MANCHESTER WATER WORKS

281 LINCOLN ST., MANCHESTER, NEW HAMPSHIRE 03103-5093 Tel. (603) 624-6494

BOARD OF WATER COMMISSIONERS

KIMBERLEY L. GRISWOLD
President

MATTHEW GREENWOOD
Clerk

PHILLIP SAPIENZA
CLIFF HURST
LINDA L. MICCIO
BILL TROMBLY JR.

Ex Officio
HON. THEODORE L. GATSAS
Mayor

PHILIP W. CROASDALE
Director

November, 14, 2016

Alderman Patrick Long, Chairman
Committee on Lands and Buildings
C/o Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

Re: Property line adjustment in Auburn – 5 Finch Lane

Dear Chairman Long,

This letter is submitted by the Manchester Water Works (MWW) as a formal request on the Committee of Lands and Buildings to support a lot line adjustment between the MWW and the property owners of 5 Finch Lane (Owner) in Auburn, NH. This lot line adjustment will correct a long standing issue that their building lays directly on the property line. Without setbacks, the owner must cross our property (abutter) or walk through their building to access their 'backyard'. MWW is proposing a land swap with the Owner whereas we will exchange certain land for other with the net result being even.

Following are the key points to consider:

- 1) All costs for this proposal will be at Owners' expense.
- 2) The property square footage for 5 Finch Lane will remain approximately the same.
- 3) Currently, 5 Finch Lane has 60 feet of frontage on Finch Lane and approximately 75 feet of frontage on Rockingham Road for a total of approximately 135 feet of road frontage. The new lot for 5 Finch Lane will only have 100 feet of frontage on Finch Lane and no (0) feet of frontage on Rockingham Road.
- 4) The proposal will require Town of Auburn Planning Department approval.
- 5) A survey and new deed will be filed for both parties in the Registry of Deeds.

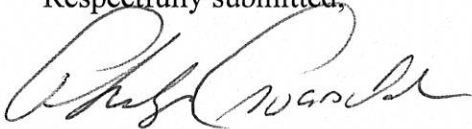
Attached is a letter between MWW and the Owner expressing the intent of the property line adjustment. Also attached are two maps of the original survey showing the lot and home at 5 Finch Lane before and after the proposal.

This proposal was approved by the Board of Water Commissioners at the Thursday, October 20, 2016 Regular Meeting.

5 Finch Lane
Page two
November 14, 2016

John O'Neil, Watershed Forester and I will be available at the next Lands and Buildings Committee Meeting to answer any questions you or the Committee may have. Please feel free to contact me at 792-2800 prior to the meeting should you have immediate questions and I will be happy to discuss them with you.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Philip W. Croasdale", written over a horizontal line.

Philip W. Croasdale, CPA
Director

Cc: Committee on Lands and Buildings

Attachments



MANCHESTER WATER WORKS

281 LINCOLN ST., MANCHESTER, NEW HAMPSHIRE 03103-5093 Tel. (603) 624-8484

BOARD OF WATER COMMISSIONERS

KIMBERLEY L. GRISWOLD
President

MATTHEW GREENWOOD
Clerk

PHILLIP SAPIENZA
CLIFF HURST
LINDA L. MICCIO
BILL TROMBLY JR.

Ex Officio
HON. THEODORE L. GATSAS
Mayor

PHILIP W. CROASDALE
Director

August 17, 2016

Mr. David Thompson
Laura Lane Properties, Inc
111 Laura Lane
Hampstead, NH 03841

Dear Mr. Thompson,

Thank you for meeting with me the other day to discuss the property boundaries at 5 Finch Lane. Attached is a map showing the common property lines between the Manchester Water Works and your house and property at 5 Finch Lane. This map is a part of the survey done by Alfred L. Elliott dated June 20, 1906 and known as the plan of lots of Massabesic Terrace. There are several problems with the property in regards to the property lines. The property frontage on Finch Lane for #5 is 60 feet and the building is 60 feet wide. Henceforth, there are no side property setbacks from the building. This creates a problem where the owner of #5 Finch Lane cannot access the sides of the home or the back of the home without going onto someone else's property (Manchester Water Works).

I am proposing a possible solution should you agree to the terms. Manchester Water Works could apply for a boundary line adjustment through the Auburn Planning Board (See maps and attachments). I am proposing increasing your frontage on Finch Lane from 60 feet to about 100 feet (10 feet on north side and 30 feet on south side). The boundary lines would be adjusted to keep the same approximate lot square footage for #5 but give the homeowner some room to maintain the home and yard and maybe provide some future parking (with Town of Auburn approval). This boundary line adjustment would be subject to the approvals of the Board of Mayor and Alderman and Board of Water Commissioners and the Auburn Planning Board.

Considering this solution provides a benefit to the current and future owners of #5 Finch Lane, I also propose that ALL costs associated with a lot line adjustment be borne by the property owner of 5 Finch Lane, Auburn, NH. This would include including but not limited to Town of Auburn Fees for Lot Line Adjustment, Surveying costs for new property line layout including setting new property corner markers on all corners, New deed preparation fee, deed/plan filing fees at the Rockingham County Registry, etc.

The Manchester Water Works upon completion of this possible lot line adjustment may opt to install a fence along some or all of the property lines to secure our new or existing property lines going forward.

Please sign and date this letter here if you agree with all terms proposed here David Thompson 8/22/16

Sincerely,

John M. O'Neil

Watershed Forester

CC: Carrie Rouleau-Cote, Auburn Building Inspector; Phil Croasdale, Manchester Water Works Director

5



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the changes to the Derryfield Restaurant property and the amended management agreement be approved.

(Unanimous vote with the exception of Alderman Pappas who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

ADDENDUM NUMBER FOUR
TO MANAGEMENT AGREEMENT

This Addendum to Management Agreement is made this _ day of _____, 2016 by and between CITY OF MANCHESTER, a duly organized municipal corporation, having an address of One City Hall Plaza, Manchester, New Hampshire, 03101, by and through its Parks, Recreation & Cemetery Department, having an address of 625 Mammoth Road, Manchester, County of Hillsborough and State of New Hampshire (hereinafter called "Owner"), and BLL RESTAURANT, INC., a New Hampshire Corporation having a principal place of business at 625 Mammoth Road, Manchester, County of Hillsborough and State of New Hampshire (hereinafter called ("Manager")).

WHEREAS, the Owner and Manager have entered into a certain Management Agreement dated December 13, 2002 regarding the construction and management of certain premises owned by the Owner at 625 Mammoth Road ("Management Agreement"); and

WHEREAS, the Owner and Manager have entered into an Addendum to Management Agreement dated March 14, 2003;

WHEREAS, the Owner and Manager have entered into an Addendum Number Two to Management Agreement dated October 8, 2004;

WHEREAS, the Owner and Manager have entered into an Addendum Number Two to Management Agreement dated _____, 2012, and

WHEREAS, the Owner and Manager desire to further amend certain terms of the Management Agreement.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Section 2 of the Management Agreement is further amended by adding the following to the end of the amended Section:

“In addition to the areas set forth above, the Premises shall also consist of separate building to be constructed at Manager’s cost on the west side of Mammoth Road adjacent to the 10th hole of the golf course as currently located, consisting of a refreshment stand and bathroom facility. Said building shall be constructed consistent with current design features subject to approval of the Department of Public Works. Owner shall be responsible for any relocation of cart paths; Manager shall be responsible for all other costs associated with the design, construction, maintenance, and utilities arising from the use of said building.”

2. Section 3. **TERM**: shall be amended by adding the following language to the end of Section 3 a.:

“The parties stipulated to a Commencement Date of August 4, 2005 by agreement dated August 10, 2005. The initial term is hereby extended ELEVEN (11) Years to expire on August 4, 2041. The term may be extended an additional FIVE (5) years upon written mutual agreement of Owner and Manager.”

3. Exhibit B shall be amended by deleting paragraph 2 and adding the following language:

“2. **Minimum Share of Revenue**. Beginning on January 1, 2017 the Manager shall pay the Owner on the first of every month a Minimum Share of Revenue according to the following schedule:

From January 1, 2017 to December 31, 2031 \$12,500 per month.

From January 1, 2032 to December 31, 2036 \$13,125 per month.

From January 1, 2037 to December 31, 2041 \$13,750 per month.

From January 1, 2042 to the expiration of this Agreement \$14,583 per month.”

4. Exhibit B shall be amended by deleting paragraph 3.c. and adding the following language:

“For the period beginning on January 1, 2017 and ending on December 31, 2031, the Percentage Share of Revenue shall be the greater of \$42,000 or the amount equal to 1.5% of Gross Revenue. For the period beginning on January 1, 2032 and ending upon the termination of this Agreement, the Percentage Share of Revenue shall be the greater of \$49,000 or the amount equal to 1.5% of Gross Revenue.”

5. Prior to January 1, 2017, Manager shall to continue to make all payments due to the Owner under the terms of the Agreement in effect prior to the date of this Addendum.

6. Owner shall create a revenue account with funding at its discretion dedicated to expansion and reconfiguration of the parking lot. Manager shall be responsible for resolving any conflict arising from said expansion and golf play.

7. Owner shall create a capital reserve account funded at its discretion dedicated to golf course maintenance and improvements.

8. Owner shall continue to plow the parking lot.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be signed by a duly authorized person on the day and year first above-Written.

BLL RESTAURANT, INC.

CITY OF MANCHESTER

By: _____
Michael Lanoie
Treasurer

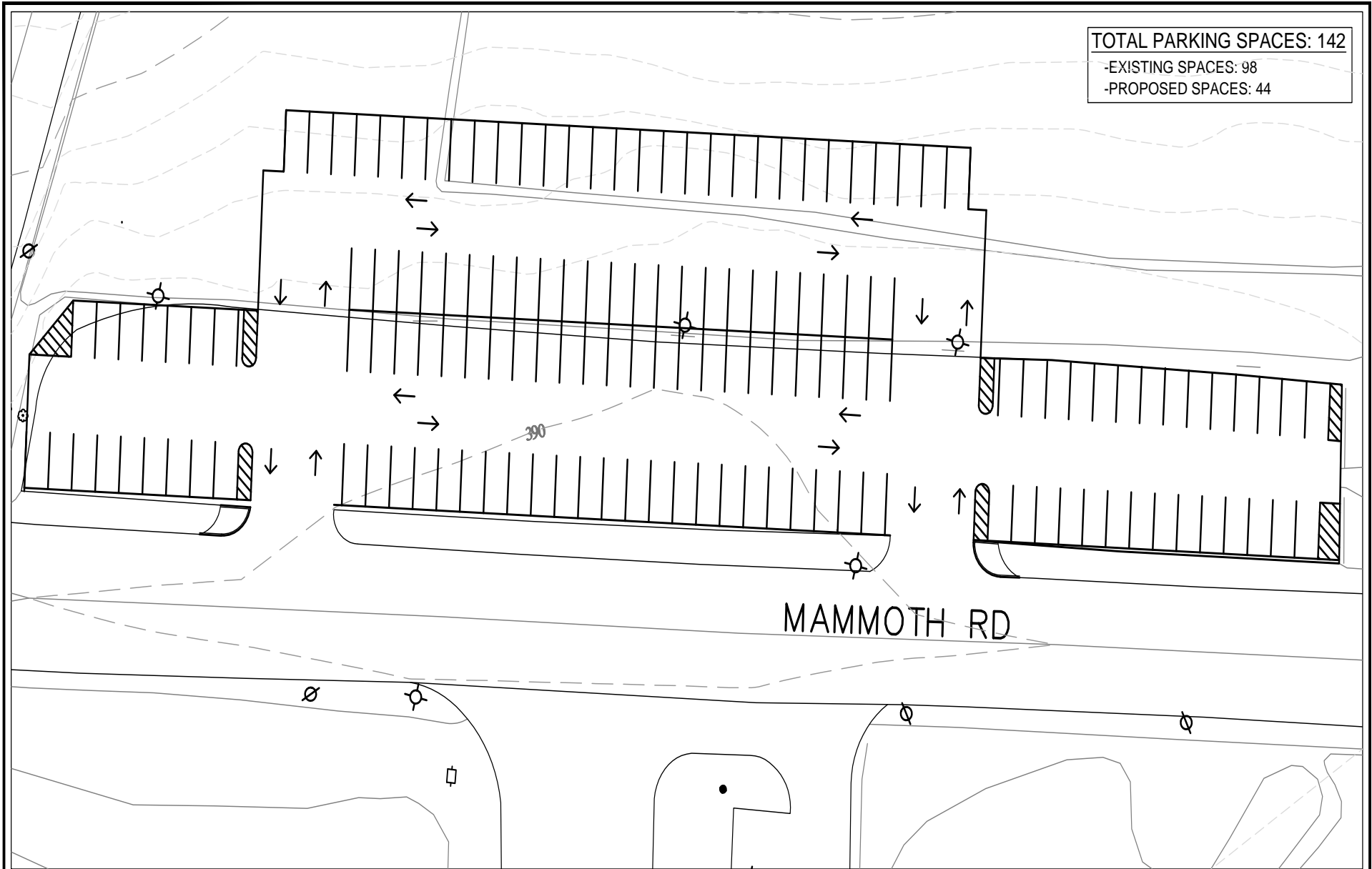
By: _____
Hon. Theodore L. Gatsas
Mayor

By: _____
William Laberge
President

TOTAL PARKING SPACES: 142

-EXISTING SPACES: 98

-PROPOSED SPACES: 44



MAMMOTH RD

DERRYFIELD PARKING LOT
SEPTEMBER, 2016
DESIGN #3



SCALE
1" = 30'

Derryfield Parking Lot

TOTAL PARKING SPACES: 142
-Existing Parking Spaces: 98
-New Parking Spaces: 44



MAMMOTH ROAD

1 inch = 50 feet

Current Proposal

	Annual Payment	Profit Share	Total Annual	Running Total
2017	\$ 150,000	\$ 42,000	\$ 192,000	\$ 192,000
2018	\$ 150,000	\$ 42,000	\$ 192,000	\$ 384,000
2019	\$ 150,000	\$ 42,000	\$ 192,000	\$ 576,000
2020	\$ 150,000	\$ 42,000	\$ 192,000	\$ 768,000
2021	\$ 150,000	\$ 42,000	\$ 192,000	\$ 960,000
2022	\$ 150,000	\$ 42,000	\$ 192,000	\$ 1,152,000
2023	\$ 150,000	\$ 42,000	\$ 192,000	\$ 1,344,000
2024	\$ 150,000	\$ 42,000	\$ 192,000	\$ 1,536,000
2025	\$ 150,000	\$ 42,000	\$ 192,000	\$ 1,728,000
2026	\$ 150,000	\$ 42,000	\$ 192,000	\$ 1,920,000
2027	\$ 150,000	\$ 42,000	\$ 192,000	\$ 2,112,000
2028	\$ 150,000	\$ 42,000	\$ 192,000	\$ 2,304,000
2029	\$ 150,000	\$ 42,000	\$ 192,000	\$ 2,496,000
2030	\$ 150,000	\$ 42,000	\$ 192,000	\$ 2,688,000
2031	\$ 150,000	\$ 42,000	\$ 192,000	\$ 2,880,000
			\$ 2,880,000	
2032	\$ 157,500	\$ 49,000	\$ 206,500	\$ 3,086,500
2033	\$ 157,500	\$ 49,000	\$ 206,500	\$ 3,293,000
2034	\$ 157,500	\$ 49,000	\$ 206,500	\$ 3,499,500
2035	\$ 157,500	\$ 49,000	\$ 206,500	\$ 3,706,000
2036	\$ 157,500	\$ 49,000	\$ 206,500	\$ 3,912,500
2037	\$ 165,000	\$ 49,000	\$ 214,000	\$ 4,126,500
2038	\$ 165,000	\$ 49,000	\$ 214,000	\$ 4,340,500
2039	\$ 165,000	\$ 49,000	\$ 214,000	\$ 4,554,500
2040	\$ 165,000	\$ 49,000	\$ 214,000	\$ 4,768,500
2041	\$ 165,000	\$ 49,000	\$ 214,000	\$ 4,982,500
			\$ 2,102,500	
2042	\$ 175,000	\$ 49,000	\$ 224,000	\$ 224,000
2043	\$ 175,000	\$ 49,000	\$ 224,000	\$ 448,000
2044	\$ 175,000	\$ 49,000	\$ 224,000	\$ 672,000
2045	\$ 175,000	\$ 49,000	\$ 224,000	\$ 896,000
2046	\$ 175,000	\$ 49,000	\$ 224,000	\$ 1,120,000

Notes:

2017-2031 Revenue Share increases to 1.5% of Gross from \$0 minimum \$42,000

2017-2031 Annual Payment increases to \$150,000

2032-2041 Annual Payment Increases by \$7,500 for 5 years and \$15,000 for balance

2032-2041 Revenue Share increases to \$49,000

2042-2046 Annual Payment increases to \$175,000

BLL constructs snack shack at its' cost with bathroom at 10th hole. Location coordinated w Parks
 Snack shack design consistent with current building design subject to DPW approval
 Re-routing of cart paths by Parks, all other costs by BLL

BMA creates revenue account with funding dedicated to parking lot construction (by DPW)

BLL responsible for solution if golf ball/parking lot problem arises

Capital reserve account created dedicated to DCC improvements throughout term
 at City's discretion

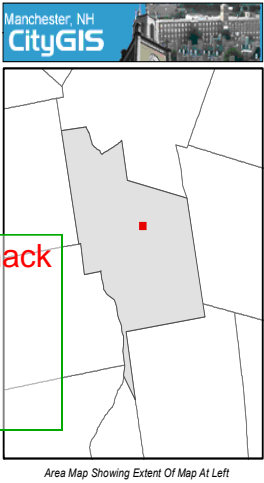
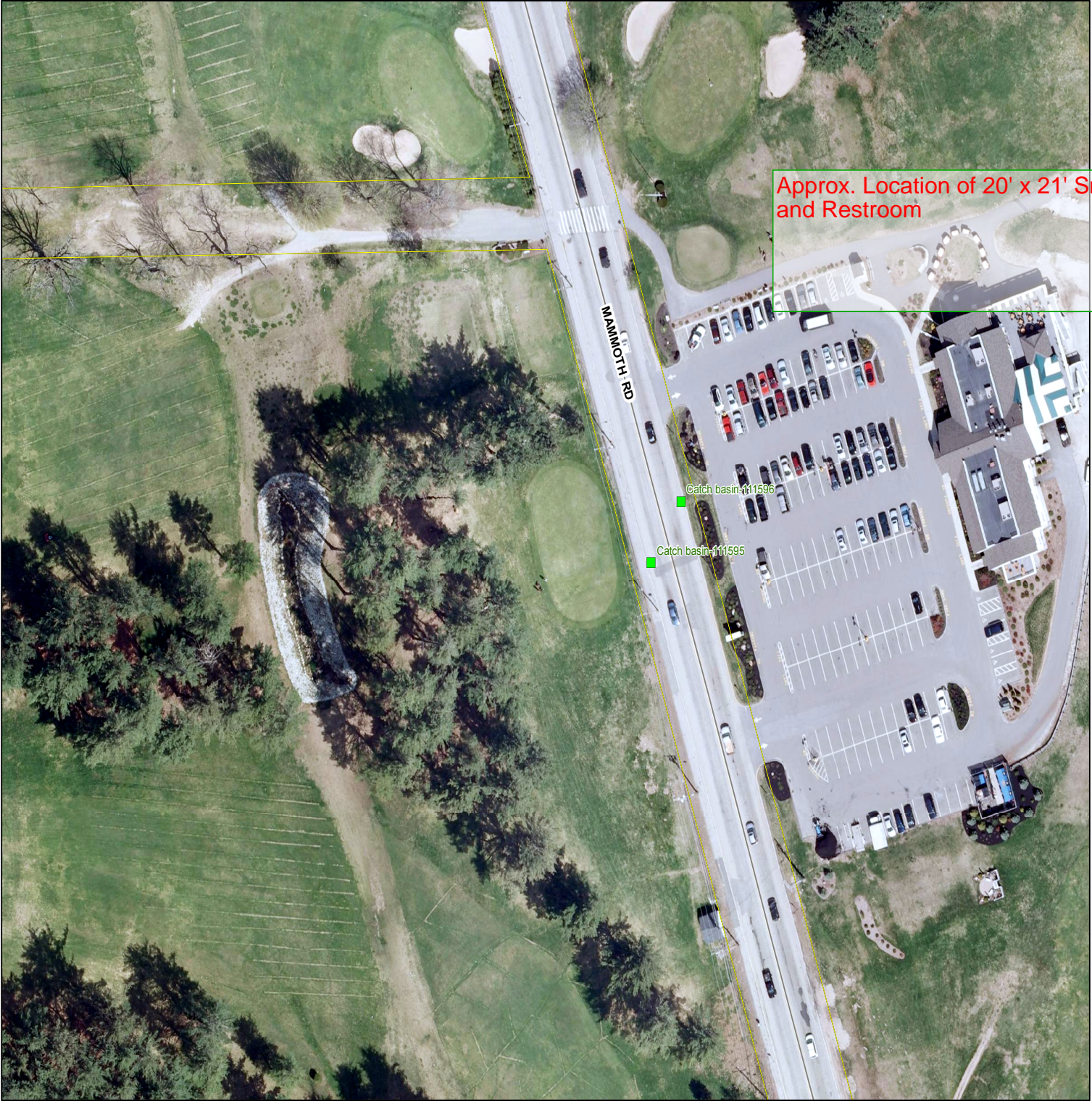
2042-2046 Additional 5-year extension by mutual agreement

Bill Original Proposal

	<u>Annual Payment</u>	<u>Profit Share</u>	<u>Total Annual</u>	<u>Running Total</u>
2017	\$ 144,000	\$ 42,000	\$ 186,000	\$ 186,000
2018	\$ 144,000	\$ 42,000	\$ 186,000	\$ 372,000
2019	\$ 144,000	\$ 42,000	\$ 186,000	\$ 558,000
2020	\$ 144,000	\$ 42,000	\$ 186,000	\$ 744,000
2021	\$ 144,000	\$ 42,000	\$ 186,000	\$ 930,000
2022	\$ 144,000	\$ 42,000	\$ 186,000	\$ 1,116,000
2023	\$ 144,000	\$ 42,000	\$ 186,000	\$ 1,302,000
2024	\$ 144,000	\$ 42,000	\$ 186,000	\$ 1,488,000
2025	\$ 144,000	\$ 42,000	\$ 186,000	\$ 1,674,000
2026	\$ 144,000	\$ 42,000	\$ 186,000	\$ 1,860,000
2027	\$ 144,000	\$ 42,000	\$ 186,000	\$ 2,046,000
2028	\$ 144,000	\$ 42,000	\$ 186,000	\$ 2,232,000
2029	\$ 144,000	\$ 42,000	\$ 186,000	\$ 2,418,000
2030	\$ 144,000	\$ 42,000	\$ 186,000	\$ 2,604,000
2031	\$ 144,000	\$ 42,000	\$ 186,000	\$ 2,790,000
			\$ 2,790,000	
2032	\$ 144,000	\$ 42,000	\$ 186,000	\$ 2,976,000
2033	\$ 144,000	\$ 42,000	\$ 186,000	\$ 3,162,000
2034	\$ 144,000	\$ 42,000	\$ 186,000	\$ 3,348,000
2035	\$ 144,000	\$ 42,000	\$ 186,000	\$ 3,534,000
2036	\$ 144,000	\$ 42,000	\$ 186,000	\$ 3,720,000
2037	\$ 144,000	\$ 42,000	\$ 186,000	\$ 3,906,000
2038	\$ 144,000	\$ 42,000	\$ 186,000	\$ 4,092,000
2039	\$ 144,000	\$ 42,000	\$ 186,000	\$ 4,278,000
2040	\$ 144,000	\$ 42,000	\$ 186,000	\$ 4,464,000
2041	\$ 144,000	\$ 42,000	\$ 186,000	\$ 4,650,000
			\$ 1,860,000	

Current Agreement						
CPI	Annual Payment	Profit Share	Total Annual	Running Total		
2017	\$	131,000	\$ 33,000	\$ 164,000	\$	164,000
2018	0.015 \$	132,965	\$ 33,000	\$ 165,965	\$	329,965
2019	0.015 \$	134,959	\$ 33,000	\$ 167,959	\$	497,924
2019	0.015 \$	136,984	\$ 33,000	\$ 169,984	\$	667,908
2021	0.015 \$	139,039	\$ 33,000	\$ 172,039	\$	839,947
2022	0.015 \$	141,124	\$ 33,000	\$ 174,124	\$	1,014,071
2023	0.015 \$	143,241	\$ 33,000	\$ 176,241	\$	1,190,312
2024	0.015 \$	145,390	\$ 33,000	\$ 178,390	\$	1,368,702
2025	0.015 \$	147,571	\$ 33,000	\$ 180,571	\$	1,549,272
2026	0.015 \$	149,784	\$ 33,000	\$ 182,784	\$	1,732,057
2027	0.015 \$	152,031	\$ 33,000	\$ 185,031	\$	1,917,087
2028	0.015 \$	154,311	\$ 33,000	\$ 187,311	\$	2,104,399
2029	0.015 \$	156,626	\$ 33,000	\$ 189,626	\$	2,294,025
2030	0.015 \$	158,975	\$ 33,000	\$ 191,975	\$	2,486,000
2031	0.015 \$	161,360	\$ 33,000	\$ 194,360	\$	2,680,360
Current Contract Expiration				\$ 2,680,360		
2032	0.015 \$	163,780	\$ 33,000	\$ 196,780	\$	2,877,140
2033	0.015 \$	166,237	\$ 33,000	\$ 199,237	\$	3,076,378
2034	0.015 \$	168,731	\$ 33,000	\$ 201,731	\$	3,278,108
2035	0.015 \$	171,262	\$ 33,000	\$ 204,262	\$	3,482,370
2036	0.015 \$	173,831	\$ 33,000	\$ 206,831	\$	3,689,200
2037	0.015 \$	176,438	\$ 33,000	\$ 209,438	\$	3,898,638
2038	0.015 \$	179,085	\$ 33,000	\$ 212,085	\$	4,110,723
2039	0.015 \$	181,771	\$ 33,000	\$ 214,771	\$	4,325,494
2040	0.015 \$	184,497	\$ 33,000	\$ 217,497	\$	4,542,991
2041	0.015 \$	187,265	\$ 33,000	\$ 220,265	\$	4,763,256
				\$ 2,082,896		

Current assumes terms extended as is for comparison purposes

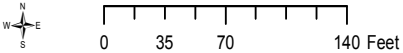


Legend

- Parcels
- Baffle Tank
- Catch Basin
- Culvert
- Drain pipe inlet
- Drain Manhole
- Drain pipe outlet
- Drain Plug
- Forebay
- Headwall
- Treatment
- Drain Pipe
- Catch Basin Lateral
- Drain Stub
- Under Drain
- Road Centerlines
- Road Names

DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.



City of Manchester:

The Derryfield Restaurant would also like to construct a snack shack located to the left of the 10th tee. The cost of the construction would be paid for by the restaurant (with the exception of the bathrooms and tree removal). The City is to review and approve plans.

The restaurant would also like to increase the size of the north lot (City to provide needed fill). The restaurant will provide engineered plan for City's approval.

These changes would also be incorporated in the addendum to the lease which is enclosed.

Sincerely,



Mike Lanoie
The Derryfield Restaurant

ADDENDUM NUMBER FOUR
TO MANAGEMENT AGREEMENT

This Addendum to Management Agreement is made this ____ day of _____, 2016 by and between CITY OF MANCHESTER, a duly organized municipal corporation, having an address of One City Hall Plaza, Manchester, New Hampshire, 03101, by and through its Parks, Recreation & Cemetery Department, having an address of 625 Mammoth Road, Manchester, County of Hillsborough and State of New Hampshire (hereinafter called "Owner"), and BLL RESTAURANT, INC., a New Hampshire Corporation having a principal place of business at 625 Mammoth Road, Manchester, County of Hillsborough and State of New Hampshire (hereinafter called ("Manager").

WHEREAS, the Owner and Manager have entered into a certain Management Agreement dated December 13, 2002 regarding the construction and management of certain premises owned by the Owner at 625 Mammoth Road ("Management Agreement");

WHEREAS, the Owner and Manager have entered into an Addendum to Management Agreement dated March 14, 2003;

WHEREAS, the Owner and Manager have entered into an Addendum Number Two to Management Agreement dated October 8, 2004;

WHEREAS, the Owner and Manager have entered into an Addendum Number Three to Management Agreement dated _____; and

WHEREAS, the Owner and Manager desire to further amend certain terms of the Management Agreement.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Section 3 of the Management Agreement is amended by adding the following to the end of the Section:

"The Term of this Agreement shall be extended for a Twenty-Five (25) year period commencing on _____ and terminating on _____. The Manager shall have the Option to Extend the term for one (1) additional period of five (5) years, commencing on _____ and terminating on _____ by providing the Owner with written notice of its intent to exercise this Option within ninety (90) days prior to termination. Such Option Term shall be on the same terms and conditions then in effect at the time the Option is exercised."

2. The first sentence of Exhibit B shall be amended as follows:

“The Share of Revenue shall consist of three components.”

3. Exhibit B, #2 shall be amended by replacing the existing language with the following:

“Beginning on _____ and on the first of every month thereafter, through the remaining term of this Management Agreement, Manager shall pay to Owner the amount of Twelve Thousand Dollars (\$12,000.00), in fulfillment of its Minimum Share of Revenue Obligations under the Management Agreement.”

4. Exhibit B, #3(a), (b), and (c) shall be amended by replacing the existing language with the following:

“For the period beginning on _____ through the remaining term of this Management Agreement, the Percentage Share of Revenue shall be an amount equal to 1.5% of Gross Revenues.”

5. Exhibit B, #4 as set forth in Addendum Number Three to Management Agreement is deleted in its entirety.

6. These Amendments shall become effective on _____.

7. All other provisions of the Management Agreement, as amended, shall remain in full force and effect. In the event of any inconsistency between this Addendum Number Four and the Management Agreement, as amended, the terms of this Addendum Number Four shall control.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be signed by a duly authorized person on the day and year first above-written.

CITY OF MANCHESTER

BLL RESTAURANT, INC.

By: _____
Name: Theodore L. Gatsas

By: _____
Name: Michael Lanoie

Title: Mayor

Title:

By: _____

Name: William Laberge

Title:



CITY OF MANCHESTER

Theodore L. Gatsas

Mayor

December 20, 2016

The Honorable Board of Aldermen
One City Hall Plaza
Manchester, NH 03101

RE: Nominations

Dear Members of the Board:

Pursuant to Section 3.14 (b) of the City Charter, please find below the following nominations:

- (1.) Rebecca Taylor to succeed Nabeela Washington (resignation) as an alternate member of the Arts Commission term to expire December 1, 2019;
- (2.) Susan Howland to succeed herself as a member of the Office of Youth Services Advisory Board term to expire January 1, 2020;
- (3.) Kendall Snow to succeed himself as a member of the Office of Youth Services Advisory Board term to expire January 1, 2020;
- (4.) Manny Content to succeed himself as a member of the Office of Youth Services Advisory Board term to expire January 1, 2020;
- (5.) Diane Roy to succeed Kevin Phelan (resignation) as a member of the Safety Review Board term to expire March 15, 2018;
- (6.) Danielle York to succeed Kimberly Griswold (term-limited) as a member of the Board of Water Commission term to expire January 1, 2020.

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor and Aldermen.

Regards,

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6500

www.manchesternh.gov

Theodore L. Gatsas
Mayor

cc: Matthew Normand, City Clerk

← Resume, Rebecca L

Rebecca L.K. Taylor, CTRS/L

bkrest.taylor@gmail.com

1145 Chestnut Street, Manchester, NH 03104

603.547.7578

Professional Experience**New Hampshire Hospital, Anna Philbrook Center***Recreational Therapist II***Concord, NH**

12/10–

present

3/08-10/09

- Assess, plan, implement, document and evaluate group and individual recreational therapy programs for 24 bed inpatient child-adolescent psychiatric unit, ages 4-18
- Provide structure, support and feedback to patients to meet therapeutic goals
- Collaborate with interdisciplinary treatment team to provide treatment focused interventions for patients
- Utilize concepts of Illness Management Recovery, Dialectical Behavior Therapy Skills and Wellness Recovery Action Plan in therapeutic groups
- Belay, set up, and facilitate indoor rock climbing groups
- Implemented Media Power Youth curriculum: an evidence based media literacy program
- Facilitate PeaceLove Studios expressive arts workshops regularly for adolescent group and periodically with adult patient groups

New Hampshire Division of Parks and Recreation*Supervisor of Volunteer Activities***Concord, NH**

3/10-12/10

- Collaborated with division staff and park managers to increase volunteerism, develop non-motorized trails, natural areas and historic site for 92 properties
- Developed and documented legislative rules, policies and forms for new Adopt-a State Park bill

Crotched Mountain Rehabilitation Center*Certified Therapeutic Recreation Specialist***Greenfield, NH**

11/04-3/08

- Work with caseload of 20 clients ranging ages 8 to 30 with diagnosis of traumatic brain injury and/or developmental disability in skilled nursing unit and group home settings
- Conduct assessments, report in Minimum Data Set (MDS), care plan, and discharge report
- Provide clients opportunities in the Special Olympics and outdoor recreation with adaptations as needed

Bradford Woods, Indiana University's Outdoor Center*Program Specialist, Outdoor Instructor, TR Intern***Martinsville, IN**

5/02-11/04

- Train, supervise and support approximately 45 seasonal staff to work with children and adults with physical disabilities, developmental disabilities and chronic conditions in residential camp setting
- Work with specialized disability organizations who sponsor camping programs
- Present at local, regional, and leadership conferences on disability awareness and inclusion
- Ropes course facilitator on universally designed high and low courses

Education and Certifications**Springfield College**

Bachelor of Science, Therapeutic Recreation Services

Springfield, MA**National Council for Therapeutic Recreation Certification (NCTRC)**

Certified Therapeutic Recreation Specialist (CTRS)

#52256

Expires: 6/30/2017

State of New Hampshire

Licensed Recreational Therapist

#0021

Expires: 12/31/2016

← Resume, Rebecca L

Chair	0/12 -Present
Member	5/11-5/12
PeaceLove Studios Certified PeaceLove CREATOR PeaceLove Studios Leadership Award winner May 2016	Pawtucket, RI 2/15-present
Life is good Playmakers Certified Life is Good Playmaker	Boston, MA 12/12-present
Manchester Food COOP Volunteer	Manchester, NH 3/12-present
American Therapeutic Recreation Association 2015 Midyear Social Media Chair	Manchester, NH 3/15
2011 Host Committee Member	Providence, RI 3/11
New England Therapeutic Recreation Association Secretary, Member at Large, Volunteer	6/07-12/10
Crotched Mountain Adaptive Ride and Ski Lead Instructor, BiSki	Greenfield, NH 12/09-3/10
American Red Cross, Greater Manchester Chapter Development Department Volunteer	Manchester, NH 12/09-3/10
Wilderness Inquiry Trip Assistant	Boundary Waters, MN 9/04
	Green River, UT 11/03

Publications and Web Resources

- Discover Camp: Considerations for Sending Your Child with a Disability to Camp for the First Time**
Research and Interview; Summer 2002: Web and printed resource
- Collected Data for Booklet/Web-site in conjunction with National Center on Accessibility, National Center on Health, Physical Activity and Disability, and Bradford Woods
 - <http://www.ncpad.org/discover/index.html>

Commission Name: Arts Commission

Name: Rebecca Taylor

Address: 1145 Chestnut St.
Manchester, NH 03104

Phone: (603) 547-7578

E-mail: bKrest.taylor@gmail.com

Department Head: Dan Berube | Matt Normand

Susan E. Howland · 211 Exchange Avenue · Manchester, NH 03104 ·
603.391-7927

Susan.Howland@graniteuw.org

Summary:

Over twenty years of progressive experience in business management, marketing, community/public relations and fundraising. Proven track record in creating awareness and interest for innovative programs/products, developing support materials, proactively attracting media attention and cultivating funding sources. Develops strategies to attain goals.

Accomplishments:

- Managed all aspects in creating the Manchester Continuum of Care Homeless Services Center
- Raised over \$350,000 to fund capital improvements and operating costs for this Center
- Work with Continuum, City, State, Funders and community to create innovative and effective projects
- Write homeless portion of City Consolidated Plan, CAPER and Continuum NOFA
- Serve on United Way Community Impact Committee to disperse \$525,000 in the Housing & Economic Self Sufficiency sector
- Utilized crisis communications and multiple media opportunities as chosen spokesperson for New Hampshire Catholic Charities during the church scandal, raised over three million dollars during this period
- Chosen by Marine Corps. Toys for Tots Chairman to serve as recipient agency spokesperson 1999 – 2002—increased support & distribution by 400%

Education:

B.S. in Business Management, with a minor in mathematics, Plymouth State College, May 1989

Experience:

Director of Homeless Services

City of Manchester/Granite United Way, Manchester, NH

October 2008 – Present

- Responsible for implementing Manchester's 10-Year-Plan to End Homelessness
- Work with Continuum, Governing bodies & community to build collaborative approaches to ending homelessness
- Serve as key spokesperson for Homeless Services in Manchester
- Work with City Community Planning Department to manage Homeless Prevention & Rapid Re-housing program
- Lead efforts to create stronger structure, leadership and collaboration within Manchester Continuum of Care

Development Director

New Horizons for New Hampshire, Manchester, NH

November 2003 – September 2008

- Performed all daily functions of donor / community relations, fundraising, relationship development, event planning and implementation
- Strategically present programs and initiatives to the media
- Managed all aspects of creating new website for the organization
- Increased support for the Walk Against Hunger from \$58,000 to \$101,000
- Lead team building with staff members to ensure a quality approach to marketing, fundraising & relationship development

Consultant

April 2003 – November 2003

- Led organizations such as the U.S. Marine Corps. in creating strategic fundraising programs
- Utilized public relations, writing, long-range planning skills to help clients

Director of Planning & Development

New Hampshire Catholic Charities, Manchester, NH

October 2001 – March 2003

- Served as spokesperson during the crisis in the church
- Instituted marketing program to create an agency image of caring and hope
- Collaborated with and empowered all levels of staff to ensure a team approach to fundraising and public relations
- Represented agency in the community
- Continued with all responsibilities of Communications Coordinator

Communications Coordinator

New Hampshire Catholic Charities, Manchester, NH

February 1998 – October 2001

- Performed all public relations functions
- Compiled annual statistical data for programs and people served
- Wrote copy for all marketing materials
- Conceptualized & designed majority of marketing materials
- Created agency and program newsletters
- Planned & implemented events

Affiliations:

Leadership Committee-Manchester Continuum of Care, Executive Committee-Greater Manchester Association of Service Agencies, Advisory Board-Manchester Health Care for the Homeless, Member-Housing & Community Development Planning Council

Excellent References Available Upon Request

Commission Name: OYS

Name: Susan Howland

Address: 211 Exchange Ave ^{ward} 1
Manchester, NH 03104

Phone: (603) 391-7927

E-mail: Susan.howland@graniteuw.org

Department Head: Dorothy Krasner

KENDALL A. SNOW, MSW, ACSW

150 Birchwood Road
Manchester, NH 03104

EDUCATION: Boston University School of Social Work, 1964, MSW
Bates College, 1962, AB, Sociology Major

INTERNSHIPS: Judge Baker Guidance Center, (Boston, MA), 1963-64
Worcester (MA) Family Service Organization, 1962-63

WORK EXPERIENCE: The Mental Health Center of Greater Manchester (NH) 1966 – Present
Vice President of Community Relations 2000 to Present
Director of Community Services 1970 to 2000
Psychiatric Social Worker 1966 to Present

Judge Baker Guidance Center (Boston, MA)
Psychiatric Social Worker, 1964-66

Worcester (MA) Fresh-Air Fund, Inc. - Camp Putnam
Program Director, 1960-63 (summers)
Head Counselor, 1957-59 (summers)

New Hampshire Division of Public Health
Social Work Consultant (part-time)
Cystic Fibrosis Clinic - 1974-88
Children and Youth Program - 1968-71

Manchester Family Planning Center
Social Work Consultant, 1968-70 (part-time)

New Hampshire Hospital Suicide Research Project
Social Work Consultant, 1967-68 (part-time)

Warren Center for Emotionally Disturbed Children
Social Work Consultant, 1965-66 (part-time)

United South End Settlements (Boston, MA)
Social Group Worker, 1963-65 (part-time)

PROFESSIONAL ASSOCIATIONS: National Association of Social Workers, 1962 - present
Past President, New Hampshire Chapter
Member of the Social and Legislative Action Committee

Academy of Certified Social Workers, 1966 - present

CURRENT
COMMUNITY
ACTIVITIES

NH Disaster Behavioral Health Response Team

Amoskeag Residences, Inc. (a group home for mentally ill persons)
Chair, Board of Directors

Greater Manchester Association of Social Agencies - Founder & Chair

Healthy Manchester Leadership Council

Manchester Regional Public Health Preparedness Advisory Council

University of New Hampshire, School of Social Work Advisory Board

New Hampshire Elder Abuse Prevention Council

The Mayor's Advisory Council for the 10 Year Plan to End Homelessness
in Manchester

School Health Advisory Committee – City of Manchester

The Professional Advisory Committee for Health Occupations at the
Manchester School, of Technology

National Alliance for Mental Illness – NH, Public Policy Committee

NH Judicial Branch – Child Impact Curriculum Committee & instructor

Manchester Homeless Services Center Advisory Board

Manchester City Marathon, Kid's Marathon Volunteer & Event
Coordinator

Host of Manchester Community Television show "Family Wellness"

RECENTLY
COMPLETED
ACTIVITIES

Appalachian Mountain Club – volunteer Hut Croo (20+ years)

City of Manchester Youth Services Board – Founding Chair

Webster House (a group home for troubled kids) – completed two 6 year
Terms on the Board of Directors

BATES COLLEGE
VOLUNTEER ROLES

Alumni in Admissions (25 years)
Class Agent (25 years)
The College Key Executive Board (12 years)
Reunion Planning Committees
Past member of the Alumni Council
Past member Alumni Fund Committee
NH Bates Club Steering Committee (1986-2000)

HONORS:

Alumni Community Service Award – 2013
Bates College Alumni Council

Outstanding Career in Social Work Award - 2010
Boston University School of Social Work Alumni Association

Lifetime Service Award – 2005
Awarded by Heritage United Way

Kendall A. Snow Community Awareness and Advocacy Award - 2001
Inaugural winner of an annual award presented by The Mental
Center of Greater Manchester

New Hampshire Social Worker of the Year - 1993
Awarded by the NH Chapter – Nat'l Assoc. of Social Workers

The Warren A. Bodwell Award – 1979
Awarded by Easter Seals NH for outstanding volunteer services to
benefit handicapped persons

MILITARY STATUS: US Army – Honorable Discharge

Commission Name: OYS

Name: Kendall Snow

Address: 150 Birchwood Rd. Ward 2
Manchester, NH 03104

Phone: (603) 206-8574

E-mail: snowkend@mhcgm.org

Department Head: Dorothy Krasner

Manny Content

155 North Adams ST. Manchester NH. 03104 603-785-8962 mcontent@ccnne.com

Objective Help with Community issues

Experience **Warehouse**

Coca-Cola Northern New England Manchester N.H. May 1984 – [End date]

Janitor Warehouse help

Keep Warehouse clean, maintain grounds

Cooler Service

Coca-Cola Northern New England Manchester N.H.

Cooler service

Deliver and maintain equipment

Driver/ Utility

Coca-Cola Northern New England Manchester NH.

Route Jumper/ Utility man

Cover vacations/ drivers helper

Corporate Key Account Manager

Coca-Cola Northern New England Bedford NH., [City, ST]

Key Account Executive calling on Major National C store chains.

Build out selling plans in conjunction with Coke North America

Multi-Cultural Segment Manager for CCNNE.

Education

[Degree obtained]

Plymouth State College, [City, ST]

none

Interests

Lifelong resident of Manchester connected in the community

References

References are available on request.

Commission Name: OYS

Name: Manny Content

Address: 155 N. Adams St. ward 1
Manchester, NH 03104

Phone: (603) 785-8962

E-mail: Mcontent@ccnne.com

Department Head: Dorothy Krasner

DIANE I. ROY
955 Montgomery Street
Manchester, N. H. 03102
(603) 668-7215

SUMMARY

A seasoned professional with experience in safety and health audits, developing safety programs, policies and procedures, employee training and recruiting. An energetic team player with excellent communication and organizational skills. A multi-task self-starter with advance computer skills.

New Hampshire Department of Labor Concord, New Hampshire State Safety Inspector, April 1999- present

- Conducts safety and health audits of state agencies, public and private employers to assess compliance with NH Department of Labor Laws and Regulations for workplace safety.
- Prepares comprehensive technical reports to identify workplace hazards using guidelines and regulations from New Hampshire Department of Labor Administrative rules.
- Investigates workplace accidents.
- Investigates businesses that have terminated their workers' compensation insurance.
- Trains new hires in the audit process, and the New Hampshire Department of Labor rules and regulations.
- Work with the management team in updating safety and health rules and preparing documents to be submitted to the review board. Preparing the revised documents to be adopted by the legislative committee.
- Coordinates the department's annual training program for approximately 2000 attendees, research venues, and creates the slide presentation for the administrator.
- A presenter at the annual training program on the topic of Safety and Health in the workplace.

OSHA Training Institute Education Center, Keene State College Safety Center Manchester, N. H. Program Coordinator, April 1998- April 1999

Reporting to the Director, responsible for administering the daily operations of the business.

- Assists the director in coordinating OSHA training courses and other safety and health training both at the Training Institute and on-site at companies throughout the New England Region.
- Responsible for coordinating contract training, new course development, student enrollment/registration, marketing, recruiting trainers, interviewing process, assisting office staff, faculty and course participants.
- Acquire training contracts through a closed bid process by working with a high level of confidentiality and technical skills.

Diane I. Roy - Consulting Service
Principal, June 1994-April 1998

Consulting services in loss control for a health care facility, manufacturing industries, and educational system.

Ensured compliance of OSHA regulations by creating safety and health procedure manuals, writing policies and procedures, developing comprehensive safety programs, making recommendations, implementing solutions, accident investigation and training employees.

Digital Equipment Corporation
Continental Boulevard
Merrimack, N.H. 03054, 1980-1994

Worked in the high-tech industry over a period of fourteen years starting as an administrative secretary. Internal training and formal education allowed for internal promotions, which lead to a Safety Specialist position.

EDUCATION

University of New Hampshire, Human Resources and Safety Administration- BS

PROFESSIONAL DEVELOPMENT

OSHA Training Institute, #503 update for General Industry Outreach Trainer
OSHA Training Institute, #7005 Public Warehousing and Storage
OSHA Training Institute, #600 Collateral Duty Course for other Federal Agencies
OSHA Training Institute, Electrical Standards #309A
OSHA Training Institute, #521 OSHA Guide to Voluntary Compliance in Industrial Hygiene
OSHA Training Institute, Machinery and Machine Guarding Standards
Mine Safety & Health Administration, US Department of Labor, Trainer
OSHA Training Institute, #501 Voluntary Compliance In Safety and Health
Keene State College, Occupational Safety Administration

Commission Name: Safety Review Board

Name: Diane Roy

Address: 955 Montgomery St.
Manchester, NH 03102

Phone: 603-721-15

E-mail: dproy5@yahoo.com

Department Head: Kevin O'Neil

DANIELLE YORK

138 Shaw St.
yorkd@mac.com
Manchester, NH 03104
603-860-9219

Anheuser-Busch, Merrimack, NH 1999-2006
Seasonal Production Employee, 1999-2000
Weekend Production Supervisor 2000-2002
Group Manager 1, 2002-2004
Technical Services, 2004-2006

Plymouth State College, Bachelor of Arts, Communication, 2002

Currier Museum of Art, Advisory Council, Heart of the Arts Gala Committee, Events Committee
Rock On Foundation, Events Committee

Commission Name: Board of Water Commission

Name: Danielle York

Address: 138 Shaw Street

Manchester, NH 03104

Phone: (603) 860-9219

E-mail: yorkd@mac.com

Department Head: Monique Dodd

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that two exempt positions; Parks Operations Manager and Facilities Maintenance Supervisor be eligible for overtime pay.

(Unanimous vote with the exception of Alderman Katsiantonis who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Hal Sullivan
Rick Rothwell
Bill Skouteris
Toni Pappas
Patrick Robinson

CITY OF MANCHESTER
Department of Public Works

November 30, 2016

Human Resources Committee
c/o City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

Re: Exempt Over Time

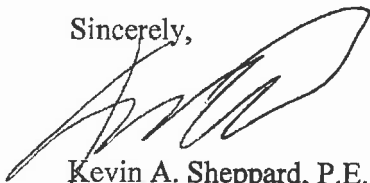
Dear Committee Members,

Recently Ms. Gile brought to my attention that two exempt Public Works positions have been receiving overtime pay and as of November 27th they will no longer be eligible for overtime. I am hereby requesting that due to the nature of their work and responsibilities, we be allowed to pay overtime to the Parks Operations Manager and Facilities Maintenance Supervisor positions. Both positions lead day-to-day operations of our field crews as well as 24/7 emergencies and after hour events.

If approved, these positions would receive overtime only during emergency situations, which are times where each is responsible for leading affiliated/non-exempt employees. By no means would the intent be to pay overtime for performing their normal (day to day) duties.

Your consideration of this request would be greatly appreciated.

Sincerely,



Kevin A. Sheppard, P.E.
Public Works Director

Cc: Jane Gile
Timothy Clougherty
Tiffany Lucas

Jane Gile
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

November 30, 2016

Keith Hirschmann, Chair
Human Resources and Insurance Committee
One City Hall Plaza
Manchester, NH 03101

RE: *Exempt positions and Overtime*

Dear HRIC Members:

As a result of the HR audit of all city positions conducted over the last several months, two positions in the Public Works Department were identified as being exempt positions (not subject to overtime), but have been receiving overtime pay for a number of years. In both cases, the two original exempt positions were in place at the time of the Yarger-Decker (Y-D) study, but were never listed on the select group of exempt employees eligible to receive overtime.

Parks Operations Manager, grade 21

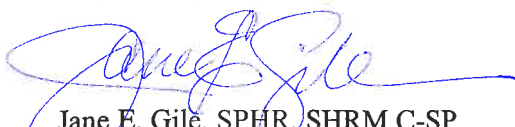
According to HR payroll records, the position, while under the Parks and Recreation Department, was considered exempt and did not receive overtime pay. However, subsequent to the position transitioning from Parks and Recreation to the Public Works Department, the position began to earn overtime pay starting in FY 13. There is no documentation to support this pay; therefore Public Works is seeking approval to continue this practice.

Facilities Maintenance Supervisor, grade 20

According to HR and BMA records, the original position was called Building Maintenance Supervisor. Y-D classed it as a grade 19, exempt position. The Building Maintenance Supervisor was recognized in the AFSCME union, which made it subject to overtime pay. In 2007, the position was negotiated out of the Facilities collective bargaining unit and became non-affiliated. At this time, overtime pay should have ceased. The position was reclassified on February 16, 2010 to Facilities Maintenance Supervisor, grade 20. It continues to receive overtime pay as a non-affiliated, exempt position, although there is no documentation that supports this payment.

In order to continue to pay overtime for the exempt positions, HR will need BMA authorization to do so.

Respectfully submitted,



Jane E. Gile, SPHR, SHRM C-SP
Human Resources Director

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2017) - 1%

GRADE	2016												
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13
GRADE 20	52,834.30	54,419.31	56,051.89	57,733.49	59,465.49	61,249.45	63,086.94	64,979.55	66,928.92	68,936.78	71,004.90	73,135.03	75,329.10
Ex													
(6R0)	25.41	26.15	26.95	27.79	28.62	29.48	30.35	31.28	32.20	33.18	34.16	35.17	36.25
O	38.115	39.225	40.425	41.685	42.930	44.220	45.525	46.920	48.300	49.770	51.240	52.755	54.375
GRADE 20A	54,683.51	56,324.01	58,013.75	59,754.17	61,546.78	63,393.19	65,294.95	67,253.81	69,271.44	71,349.56	73,490.07	75,694.77	77,965.59
Ex													
(6RA)	26.32	27.11	27.90	28.73	29.59	30.49	31.41	32.36	33.34	34.32	35.35	36.41	37.50
O	39.480	40.665	41.850	43.095	44.385	45.735	47.115	48.540	50.010	51.480	53.025	54.615	56.250
GRADE 21	56,532.70	58,228.67	59,975.56	61,774.83	63,628.05	65,536.92	67,503.01	69,528.09	71,613.94	73,762.36	75,975.25	78,254.49	80,602.15
Ex													
(6S0)	27.17	27.99	28.86	29.70	30.59	31.54	32.48	33.44	34.46	35.47	36.52	37.63	38.77
O	40.755	41.985	43.290	44.550	45.885	47.310	48.720	50.160	51.690	53.205	54.780	56.445	58.155
GRADE 21A	58,511.35	60,266.70	62,074.71	63,936.94	65,855.04	67,830.70	69,865.60	71,961.60	74,120.44	76,344.06	78,634.37	80,993.42	83,423.18
Ex													
(6SA)	28.15	29.01	29.88	30.77	31.68	32.65	33.63	34.63	35.68	36.75	37.84	38.98	40.15
O	42.225	43.515	44.820	46.155	47.520	48.975	50.445	51.945	53.520	55.125	56.760	58.470	60.225

9. **Implementation Cost.** Using the above methodology, the implementation cost to the City would be approximately \$1,428,514 or 3.14% of the City's current pay costs. This percentage increase compares favorably to the percentage increases reported by compensation survey respondents for average pay increases last fiscal year. Most respondents in the public sector reported average pay increases of approximately 3% for both exempt and non-exempt positions. Private sector respondents reported slightly higher increases which ranged from 8% to 3% with most in the 4% to 5% range.
10. **Fair Labor Standards Act (FLSA) Designations.** As a part of this Final Report, YDA has provided the City with its recommendations regarding the FLSA designation for each class of positions. YDA found that approximately 53 classes of positions that have been designated as non-exempt by the City but that should be designated as exempt and that 1 class that has been designated as exempt that should be designated as non-exempt. Employees that are in classes of positions that are designed as non-exempt must be paid overtime for hours worked beyond 40 hours per week. Non-exempt employees may choose to accept compensatory time off for overtime but it is the employee's choice to accept or not accept compensatory time in lieu of paid overtime. Employees that are in classes of positions that are designated as exempt are not entitled to paid overtime or compensatory time off for hours worked beyond 40 hours per week. However, the City may provide paid overtime or compensatory time off for such employees at the City's option for reasons and under terms and conditions determined by the City. It is YDA's recommendation that those employees designated as non-exempt be provided with paid overtime for hours worked beyond 40 hours per week as required by FLSA and that those employees designated as exempt not be paid overtime or provided with compensatory time off except as provided below:
 - A. For employees in those exempt classes of positions whose duties and responsibilities require them to regularly work with non-exempt employees over whom they have direct supervision and where such employees are paid overtime on a frequent basis to the extent that such non-exempt employees may receive a greater amount of gross annual pay than the exempt supervisor and/or where the payment of overtime to an employee in an exempt class was a part of the employee's original employment agreement or is a part of the employee's collective bargaining agreement, the City may wish to pay overtime to such exempt employees for as long as they remain with the City or as long as such provision remains in the employee's collective bargaining agreement. YDA recommends that employees in the following exempt classes be paid overtime if and when such paid overtime is recommended by the department head and approved by the Mayor:
 1. Airport Building Maintenance and Structure Superintendent;
 2. Assistant Airport Maintenance Superintendent;
 3. Airport Maintenance Superintendent;
 4. Airport Operations Superintendent;
 5. Distribution Operations Superintendent;

6. Shop Supervisor;
7. Equipment Maintenance Superintendent I;
8. Equipment Maintenance Superintendent II;
9. Highway Field Supervisor;
10. Assistant Sewer Superintendent;
11. Sewer Superintendent;
12. Solid Waste Superintendent;
13. Assistant Chief of Street Operations;
14. Chief of Street Operations;
15. Public Utilities Coordinator;
16. Cemetery Supervisor;
17. Golf Course Superintendent.

Section 33.044 of the City's Code of Ordinances already provides a general policy relating to salaries of exempt employees. That policy provides that:

"The weekly rate prescribed in the schedules of the compensation plan are based on full-time employment at normal working hours for the respective classes of positions as set forth in the schedule of the classification plan; provided, however, that the salaries of supervisory, professional and administrative positions in class grade 20 and above are fixed according to the responsibilities to be fulfilled and are not based on a fixed number of hours of work per week and shall not be adjusted with variations in work schedules, unless part-time employment is specifically provided (emphasis provided)." While YDA has recommended modifications in the above language for clarification purposes related to FLSA issues, YDA believes the intent of this policy is sound and should be retained. In other words, except for those classes of positions referenced in the above paragraph, all exempt classes should be paid on the basis of fixed pay without consideration for the number of hours actually worked by incumbents. In its pay recommendations, YDA has attempted to provide pay grades and ranges for each exempt class of positions that is highly competitive in the local and regional markets. The fact that the pay of current incumbents in such exempt classes of positions is based on a current official work week of 35 hours is not relevant since all of those exempt employees actually work 40 or more hours on a regular and recurring basis. For example, some department heads have an official 35-hour work week but, in fact, work well in excess of 40 hours per week. Their present and proposed pay is based not on hours of work but on the fulfillment of their



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Parks Operations Manager
Class Code Number	6150-21

General Statement of Duties

Manages construction and maintenance functions within the Parks and Recreation Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee the work of the Parks, Cemetery and Forestry Divisions. The work is performed under the supervision and direction of the Parks and Recreation Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all maintenance, construction and operational personnel within the Parks, Cemetery and Forestry Divisions. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, vendors, business and community organizations and the public. The principal duties of this class are performed in a general office environment with occasional field visits.

Examples of Essential Work (illustrative only)

- Plans, organizes and schedules all maintenance activities on City parks, cemeteries and related areas within the Parks system;
- Supervises, trains, evaluates, motivates and coordinates the work of construction and maintenance personnel;
- Schedules Park's facility and athletic field use;
- Schedules work crews according to daily, weekly, monthly and long term needs of the Parks system and makes daily prioritization on needed tasks;

- Participates in personnel actions with assigned employees, including interviewing, training, safety programs, grievances, contract negotiations and related;
- Performs budget planning in assigned area;
- Plans methods for improving employee safety awareness and the safety of their working environment;
- Determines equipment needs and develops plans for pre-maintenance, repair, replacement and equipment acquisition;
- Maintains, coordinates and monitors maintenance contracts for capital projects;
- Develops plans for the maintenance of playground equipment, fences and other components of City parks;
- Assigns areas of responsibilities to different work crews;
- Writes specification sheets and procures equipment needed for athletic fields and facilities maintenance, including coordinating efforts with outside vendors to secure the best equipment and supplies at a competitive cost;
- Oversees work sites at different locations within the City at any given time;
- Provides advice to Parks maintenance personnel in the best methods, procedures and practices for achieving desired goals;
- Ensures effectiveness and efficiency in Parks, Forestry and Cemeteries maintenance and operations;
- Responds to requests from the public regarding maintenance activities and schedules and works to resolve complaints and/or conflicts as they occur;
- Investigates any accidents involving work crews and maintains all related documentation for review by the Risk Control Manager;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of current practices and procedures involved in civic construction and maintenance;
- Comprehensive knowledge of Forestry operations within public or common areas;
- Comprehensive knowledge of current practices and procedures involved in cemetery construction and maintenance;
- Comprehensive knowledge of the skilled trades areas of carpentry, plumbing and electrical operations;
- Comprehensive knowledge of all safety procedures involved in parks maintenance operations;

- Thorough knowledge of the purposes and policies of the Parks and Recreation Department;
- Substantial knowledge of budgetary principles within a municipality;
- Ability to plan and implement comprehensive construction and maintenance programs within a large scale Parks system;
- Ability to train, supervise, evaluate and coordinate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Engineering or related; and
- Considerable experience in civic maintenance and construction operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor large scale construction projects ;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Facilities Maintenance Supervisor
Class Code Number	5030 - 20

General Statement of Duties

Manages the facilities maintenance functions within schools and municipal buildings; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to manage facilities maintenance operations to ensure the reliability and performance of all facilities and equipment in the schools and municipal buildings and to provide for a healthy, safe and pleasant public environment. Failure to properly execute these responsibilities can cause health problems for students and city staff, or even cause buildings or school to be shut down. The work is performed under the supervision and direction of the Building Maintenance Superintendent but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees in the maintenance trades. There are five different trade skills he/she is required to supervise to include HVAC, controls, electrical, plumbing, and structural. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with Federal, State and local governmental officials, outside contractors, other City employees and the public. The principal duties of this class are performed in both an indoor general office environment and an outdoor work environment, including time in confined spaces and access to electrical and heating systems with potential personal hazards.

Examples of Essential Work (illustrative only)

- Manages and supervises personnel of the mechanical and structural maintenance trades, including delegation of responsibility, prioritizing, assignment and review of routine and emergency work, providing technical assistance, administering discipline, evaluating performance and making hiring and termination recommendations;

- Evaluates maintenance performance, activities and systems and implements necessary changes to programs, personnel assignments and equipment in order to increase efficiency and effectiveness within assigned operations and towards reaching the goal of healthy, clean and safe municipal buildings;
- Trains personnel for compliance with safety rules and regulations as directed by City and State policy and OSHA;
- Plans, prepares and administers maintenance and service contracts, including specification development, review of work to ensure compliance and managing the cost of contracts;
- Plans and organizes work activities, including prioritizing and delegating work and projects to each trade based on the nature of the work required, available staff time and expertise to perform required work;
- Reviews and approves work schedules and inspects completed work;
- Collects information to maintain records of each employees activities; All this information to be used in employee development and appraisals
- Plans for and maintains state of the art facility maintenance systems;
- Monitors inventories, orders parts and maintains supplies and equipment used in building maintenance operations;
- Completes tests of fire safety systems;
- Prepares accurate reports and correspondence and reviews information prepared by staff relating to maintenance activities;
- Coordinates maintenance work with other sections as necessary;
- Manages budget for all repair work and gathers information used in budget preparation;
- Provides technical assistance in purchasing of equipment and supplies;
- Utilizes the Maximo computer aided maintenance management system to track and manage all incoming work requests to the Facilities Division.
- Oversees the Johnson Controls Building Automation System. This system controls the working and public environment of more than 2,000,000 square feet.
- Works with other software programs to efficiently monitor the City's utility spend. The City currently spends more than \$5,000,000 annually on utilities.
- Provides direct supervision for the Facilities Division's activities during emergencies and weather related events;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to internal and external customers questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Comprehensive knowledge of the proper operation, maintenance and repair of HVAC, electrical, refrigeration, plumbing, steam generation, roofing, structural and other related building systems and the equipment required to repair those systems;
- Comprehensive knowledge of programmable controls and automatic operating systems;
- Comprehensive knowledge of proper and safe procedures, methods and techniques of installing, maintaining, and repairing electrical equipment and systems;
- Comprehensive knowledge of Federal, State and local codes and guidelines affecting the operation of heating, ventilation, refrigeration systems, mechanical, plumbing and electrical systems;
- Thorough knowledge of the skilled trades areas of welding, carpentry and related;
- Ability to read blueprints;
- Ability to supervise, train, evaluate, develop and coordinate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Knowledge of applicable tools used in building maintenance activities;
- Ability to recognize problems and create solutions without supervision or assignment as necessary;
- Ability to manage the procurement and financial requirements of the job.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate of Applied Science Degree or related field; and
- Extensive experience in building maintenance operations and equipment and some supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On-call status;
- Valid New Hampshire Driver's License;
- Master Electrician's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform supervisory and management functions;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to perform maintenance and repair functions as needed and operate hand and power tools associated with building maintenance;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the City at heights, on ladders, roofs and outside during extreme summer and winter conditions.

Approved by: BMA Date 2/16/10

*Matthew Normand
City Clerk*




*Heather Freeman
Assistant City Clerk*

*JoAnn Ferruolo
Assistant City Clerk*

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

To: Board of Mayor and Aldermen

From: Matthew Normand
City Clerk 

Date: January 9, 2017

Re: State Representative Vacancy (Wards 8 & 9/District 44)

Please be advised that a vacancy currently exists in the office of state representative, District 44 (within Manchester wards 8 & 9). Pursuant to NH RSA 661:8 II, the board may request the governor and executive council to declare a special election in order to fill the vacancy.

If the board so desires, a motion would be in order to request the City Clerk to send a letter to the governor and council requesting that a special election be declared to fill the vacancy in the office of state representative.

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AGREEMENT
BETWEEN THE
MANCHESTER
BOARD OF SCHOOL COMMITTEE
AND THE
ASSOCIATION of
MANCHESTER PRINCIPALS
Affiliated with Teamsters Local 633 of NH
ON BEHALF OF PRINCIPALS AND
ASSISTANT PRINCIPALS
~~2013—2015~~
2016 - 2019

At the January 9, 2017 Board of School
Committee meeting, on motion of
Committee Member Avar, duly seconded
by Committee Member Terrio, it was voted
to approve the agreement.



Clerk of the Board of
School Committee

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The Manchester Board of School Committee and the Association of Manchester Principals affiliated with Teamsters (Local 633) recognize that the development of a quality educational program for the children attending the public schools of Manchester is a joint responsibility that can be best achieved by agreement that all parties work toward common goals. The Manchester Board of School Committee and the Association enter into this Agreement with mutual dedication, recognizing that the experience, creativity and judgment of all parties are necessary to reach the educational needs of the community. The parties agree that this Preamble shall not be subject to any grievance or arbitration provisions hereinafter set forth.

The Manchester Board of School Committee (referred to hereinafter as the "Board") and the Association of Manchester Principals (referred to hereinafter as the "Association") agree as follows:

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The Board hereby recognizes the Association as the exclusive bargaining representative pursuant to provisions of New Hampshire RSA 273-A for all Secondary School Principals, Assistant Secondary School Principals, Middle School Principals, Assistant Middle School Principals, Elementary School Principals, and full-time Elementary School Assistant Principals of the Manchester School District, hereinafter referred to as “bargaining unit members”. Excluded from recognition or coverage under this Agreement are the Superintendent, Assistant Superintendents, all administrative personnel, temporary help, attendance officers, social workers, all full-time workers on general projects and all other job classifications and employees of the Manchester School District, SAU No. 37. It is specifically agreed by the parties hereto that the terms of this Agreement shall apply only to those bargaining unit members in the job classifications set forth in the first sentence of this Article. Unless otherwise indicated, references to males include females.

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- A. The parties agree, in the interest of good faith effort to reach agreement, to negotiate on wages, hours and conditions of employment, other than those managerial policies referred to in RSA 273-A:1, XI, which are the exclusive prerogative of the Board.
- B. On or before ~~December 1 of the year~~ **January 31** preceding the expiration date of this Agreement, either party may notify the other party of its intent to negotiate the terms of a successor agreement. By ~~February~~ **March** 15 of the year of the expiration date of the contract, the parties shall meet to begin the collective bargaining process.

- 1 C. The Board will, upon written request of the Association, within a reasonable period of
2 time, make available to the Association such information as may be allowed by law,
3 which is necessary for negotiations and the resolution of grievances.
4
- 5 D. Any agreement reached which requires the expenditure of additional public funds for its
6 implementation shall not be binding upon the Board unless, and until, the necessary
7 appropriations have been made by the Board of Mayor and Aldermen.
8
- 9 E. Disagreements over interpretations and applications of this Article shall be resolved
10 either by arbitration, the PELRB or a court of competent jurisdiction. Use of one forum
11 precludes use of the others by the party which makes the initial choice. Either party to
12 this Agreement may exercise any right of appeal to a forum of competent jurisdiction.
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15 **ARTICLE THREE**
16 **STRIKES, SANCTIONS, RESIGNATIONS AND LOCKOUTS**
17

18 The Board and the Association desire uninterrupted services and, therefore, it is agreed that
19 during the term of this Agreement hiatus, the Board shall not cause or sponsor any lockout, and
20 the Association shall not cause, sponsor, encourage or condone any strikes, sanctions, wholesale
21 resignations, job actions or any curtailment or interruption of the operations of the Manchester
22 School District. Both parties agree that they will immediately disavow any such activity. If, at
23 the expiration of the Agreement, the Board and the Association have not reached agreement on a
24 Master Agreement for the following school year, the Association may engage in any activity
25 which is not unlawful in the State of New Hampshire.
26
27

28 **ARTICLE FOUR**
29 **MANAGEMENT CLAUSE**
30

31 The Association agrees that, except as specifically abridged or limited by the provisions of this
32 Agreement or any agreement that may hereafter be made, all of the rights, powers and authority
33 of the Board and its agents to manage, direct or supervise all of the operations of the Manchester
34 School District and its employees in all its phases and details shall be retained by the Board and
35 its agents and the exercise of any such right as set forth in this Article shall not be subject to the
36 grievance or arbitration provisions of this Agreement.
37

38 The parties agree that neither the Board nor the Superintendent may lawfully delegate powers,
39 discretions and authority which by law are vested in them.
40
41
42
43
44

**ARTICLE FIVE
SALARIES**

- A. ~~For the 2013-2014 work year, employees will receive a 2.17% percent wage increase in lieu of all other salary increases.~~

For the 2016-2017 contract year, employees will receive a wage increase equal to the c.p.i. tax cap percentage as calculated by the Finance Officer of the City of Manchester prorated from October 1, 2016 in lieu of all other salary increases. For the 2014-2015 2017-2018 work year, and any additional work year covered by this Agreement, employees will receive a wage increase equal to the c.p.i. tax cap percentage utilized by as calculated by the Finance Officer of the City of Manchester for that fiscal year in lieu of all other salary increases. Any such tax cap increase shall not include any tax cap override designated for a specific purpose.

Effective in 2017-2018 work year all employees who have been employed in their position for one full calendar year or more shall receive a one time salary adjustment equal to their number of years employed as a member of this bargaining unit times \$100. In addition, eligible employees shall receive a one-time longevity wage adjustment of \$150 after ten (10) years of service to the District as a member of this bargaining unit.

Effective July 1, 2017, the salary for all newly hired employees in this bargaining unit shall be calculated as the difference of the 2016-2017 veteran employee salary minus \$10,000 for each of the salary scale cells. For the 2018-2019 work year, and any additional work year covered by this Agreement, the starting salary for all newly hired individuals shall increase by an amount equal to ½ of the c.p.i. tax cap percentage as calculated by the Finance Officer of the City Of Manchester for that fiscal year in lieu of any other increases.

(See 2013-2014 wage schedule attached as Appendix A.)

~~It is agreed that if any other group of District employees receives a salary benefit during the term of this Agreement, it shall be offered to the members of this bargaining unit on the same basis as it is given to the other employee group(s) that negotiated a successor-2013-2015 collective bargaining agreement.~~

- B. All bargaining unit members shall be paid in twenty-six (26) equal installments each fiscal year beginning with the second Thursday in July.
- C. Bargaining unit members who may be required to use their own automobile in the performance of their duties shall be reimbursed at the IRS rate for all driving done by them outside the Manchester City limits. The distance shall be computed by the Superintendent or the Superintendent's designee.

1 D. A bargaining unit member, who serves in another administrative capacity, for twenty (20)
2 consecutive days or more, shall receive the base salary for that capacity, providing that
3 the base salary for that capacity is higher.

4
5 E. Bargaining unit members, qualifying for a salary adjustment because of the attainment of
6 additional college credit, shall be paid on the new scale effective July 1st of each year,
7 and will have until that date to submit documentation of completion of courses.
8 Bargaining unit members, qualifying for a higher scale at the close of the fall or winter
9 semester, will be paid on that scale effective February 1st each year and will have until
10 that date to submit documentation.

11
12 ~~F. It is agreed that the Association and the Board will enter into discussions relative to the~~
13 ~~concept of compensation based on performance. These discussions will take place during~~
14 ~~the 2013-2014 school year between no fewer than three representatives of the Board and~~
15 ~~three representatives of the Association. The results of these discussions shall be~~
16 ~~reported to the Board and to the Association on or before June 30, 2014.~~

17 18 ARTICLE SIX 19 INSURANCE 20 21

22 A. The School District will pay eighty-five (85%) percent of the following District HSA
23 health plans.

- 24
25 1. Lumenos Regional High dDeductible Health Saving Account (HSA) Plan;
26 or
27 2. Lumenos National High dDeductible Health Saving Account (HSA) Plan.
28

29 For those employees electing to take either plan specified in Section 1 above, they shall
30 receive from the School District annually \$1,500 for those on the single plan and \$3,000
31 for those on the two-person or family plan that shall be deposited into a Health Savings
32 Account (HSA). Said contributions and funds shall be governed by the applicable federal
33 law. Half of the School District's annual contribution amount shall be deposited in the
34 HSA at the beginning of the plan year with the second half being deposited over the
35 course of the remaining plan year. Provided however, if the employee experiences a
36 catastrophic illness during the plan year that results in the employee incurring medical
37 bills that exceed the amount of the funds then in the HSA, upon presentation of an
38 explanation of benefits form, the School District shall contribute additional funds up to
39 the maximum annual contribution by the School District.
40

41 B. The School District will pay eighty percent (80%) of the following District health plans:
42

- 43 1. Blue Cross/Blue Shield HMO Access Blue New England (~~Higher Copay Plan~~)
44 **with \$250.00 deductible as set forth in the attached Appendix;**
45 or

2. Blue Cross/Blue Shield POS Blue Choice New England ~~(Higher Copay Plan)~~
with \$300.00 deductible as set forth in the attached Appendix;

Also, the Manchester School District may, in its sole discretion, obtain such insurance from a different carrier, provided the benefits are comparable with those benefits of the aforementioned health insurance plan, and provided that such change does not exceed the amount set forth above. It is further agreed that the Manchester School District may make available, in addition to Blue Cross Blue Shield Choice Plan, health, health insurance plans from other vendors, provided that such plans have been approved by the Association, and participation is voluntary.

C. All bargaining unit members shall be covered from the first day of employment, provided the bargaining unit member has been hired and has completed and returned to the Administration the application forms for such coverage at least thirty (30) days prior to the first day of contracted employment. The Administration shall send to all new employees covered by this contract, immediately upon hiring, all necessary forms for health insurance coverage.

D. The Manchester School District agrees to establish a fund to provide for the payment of Fifty Thousand Dollars (\$50,000) to the named beneficiary or estate of any member of the bargaining unit who dies from any cause while employed by the Manchester School District or who dies within sixty (60) calendar days of separation from service with the Manchester School District because of paid retirement, disability retirement or resignation due to health reasons. There shall be no right to the Fifty Thousand Dollar benefit under this provision beyond the sixty (60) calendar day period referred to in the preceding sentence. It is agreed by the parties that the Board and/or the Manchester School District shall have the sole right to determine whether the Manchester School District will make the payment referred to above from the fund established by the Manchester School District or contract with an insurance carrier or another company of the Manchester School District's choosing to provide this benefit.

~~E. It is agreed that if any other group of District employees receive a paid health or dental benefit during the term of this Agreement, it shall be offered to the members of this bargaining unit on the same basis as it is given to the other employee group(s) that negotiated successor 2013-2015 collective bargaining agreements.~~

The Board agrees to continue coverage under Delta Dental Insurance Plan Coverage A, B and C as agreed to by the parties. The Board shall pay an amount not to exceed eighty percent (80%) for the coverage selected by the bargaining unit member. The annual maximum dental allowance will continue to be \$1,500.00 per person, per year.

See Appendix F D

- 1 F. Liability insurance coverage, and/or self-insurance, and indemnification for any
2 deductible amount of the liability coverage shall be maintained for bargaining unit
3 members under the same terms and conditions as for other employees of the City.
4
- 5 G. The Board agrees to create a Salary Reduction Dependent Care Assistance Plan in
6 accordance with current Federal laws and regulations. The DCAP will be maintained for
7 the exclusive benefit of the members of the bargaining unit as long as it is approved by
8 the Internal Revenue Service and in compliance with applicable Federal laws and
9 regulations.
10
- 11 H. ~~Effective on the date of ratification of this Agreement,~~ The District will pay one
12 thousand five hundred dollars (\$1,500.00) to any bargaining unit member who terminates
13 his/her existing health insurance coverage under the District's plans and who also
14 provides satisfactory evidence that he/she has valid alternative health insurance coverage
15 elsewhere. This is a taxable benefit.
16
17

18 **ARTICLE SEVEN**
19 **PROFESSIONAL DEVELOPMENT**
20
21

- 22 A. The Board will pay ninety percent (90%) of the cost of seminars, workshops, conference
23 fees, tuition for courses, textbooks and required course fees taken upon the written
24 approval of the Superintendent.
25
- 26 B. If a specific course for the purpose of acquiring additional skills is required of a
27 bargaining unit member by the Superintendent, the Board will pay the cost of tuition,
28 required course textbooks and required fees for such courses.
29
- 30 C.1. The annual expenditure shall not exceed Eighteen Thousand Dollars (\$18,000.00).
31
- 32 C.2. If at the end of a contract year on June 30, the total amount specified in Section C.1. has
33 not been spent, the amount that remains will be used to reimburse those bargaining unit
34 members whose professional development expenses exceeded \$3,000.00 during the
35 contract year. The funds will be divided equally except in no case will a bargaining unit
36 member be reimbursed for more than the actual cost incurred for professional
37 development.
38
- 39 ~~D. Annually, the Board shall pay 100% of the dues for state and national association~~
40 ~~memberships for bargaining unit members to the following associations: The Association~~
41 ~~of Supervision and Curriculum Development (ASCD), National Association of~~
42 ~~Elementary/Secondary School Principals (NAESP/NASSP) and the New Hampshire~~
43 ~~Association of School Principals (NHASP), or equivalent professional organization(s)~~
44 ~~approved by the Superintendent.~~

1
2 ~~E.D.~~ Each administrator shall be allowed to attend the annual meeting of the NHASP and at
3 least one-third, on a rotating basis, shall be able to attend the applicable annual meeting
4 of the NASSP, NAESP and ASCD. The Board shall pay the reasonable travel costs and
5 expenses incurred while attending the aforementioned meetings; payment to be charged
6 against the dollar amount provided in Article Seven (C) above.
7

8 ~~F.E.~~ The Board will pay the State recertification fee for each administrator upon presentation
9 of proof of payment.
10
11

12 **ARTICLE EIGHT**
13 **RETIREMENT SUPPLEMENT**
14
15

16 A. Bargaining unit members who retire with fifteen (15) years of service in the Manchester
17 School District, and who are taking benefits from the New Hampshire Retirement System
18 at the time of separation shall receive at the time of separation a payment of Seven
19 Thousand Five Hundred Dollars (\$7,500.00), provided they give notice of their intention
20 to retire by the preceding March 31st, except in the case of disability retirement.
21

22 B. Retirees are entitled to benefits in accordance with State and Federal Laws.
23
24

25 **ARTICLE NINE**
26 **EMPLOYMENT**
27

28 A. The work year of bargaining unit members shall be July 1 through June 30 and shall be
29 implemented as follows:
30

31 A.1. Bargaining unit members recognize the importance of their administrative functions in
32 the educational process and they agree that they must expend additional time each work
33 day in order to fulfill all routine and innovative duties.
34

35 A.2. The contractual work year for secondary and middle school principals shall be two
36 hundred twenty-six (226) days. The contractual work year for secondary and middle
37 school assistant principals shall be two hundred twenty-four (224) days. **Effective July**
38 **1, 2017, the** The contractual work year for elementary school principals shall be two
39 hundred ~~fourteen~~ **eighteen (214 218) days. Effective July 1, 2018 the contractual work**
40 **year for elementary school principals shall be two hundred twenty-two (222) days.**
41 **Effective June 30, 2019 the contractual work year for elementary school principals**
42 **shall be two hundred twenty-six (226) days.** The contractual work year for
43 elementary school assistant principals shall be two hundred nine (209) days. **Any**
44 **member whose work year increases under this provision will receive an increase in**

1 **their base pay equivalent to one per diem per additional day of work stipulated**
2 **herein.**

3
4 **Should this agreement be extended beyond June 30, 2020 as provided for under**
5 **Article 24 of this Agreement, the length of the work year for elementary assistant**
6 **principals will increase by four (4) additional days of work per year for each year so**
7 **extended until such time that the work year for elementary assistant principals**
8 **equals two hundred and twenty four (224) days. Any member whose work year**
9 **increases under this provision will receive an increase in their base pay equivalent to**
10 **one per diem for each additional day of work stipulated herein.**

11
12 Up to one half of the additional days added to the contract each year may be specifically
13 scheduled by the Superintendent. The remaining days will be used at the discretion of the
14 bargaining unit member provided that all days are worked within the work year as
15 defined in Section A above. A work day may be completed on a weekend or holiday.

16
17 The Superintendent may require bargaining unit members to work additional days, not to
18 exceed three (3) per contractual work year; however, in such cases the bargaining unit
19 member affected will be paid on a per diem basis. In no event will any bargaining unit
20 member be required to work additional days unless they have received at least two (2)
21 weeks advance notice from the Superintendent or his designee.

22
23 B.1. All newly employed or reinstated bargaining unit members shall be compensated in
24 accordance with Appendix A.

25
26 B.2. Any bargaining unit member hired for a full contract year shall receive full contract
27 benefits. Any bargaining unit member who works for more than one half contract year in
28 the same position shall also receive full contract benefits on a prorated basis for salary
29 and fringe benefits. Any bargaining unit member, who works in the same position for
30 more than thirty (30) calendar days, but less than one half contract year, shall be paid the
31 per diem rate for that position.

32
33 B.3. Any bargaining unit member who is hired to fill a specific vacancy will be so advised in
34 writing that they are hired for a limited period of time by letter and will, in all probability,
35 receive a notice on or before April 15th that their contracts will not be renewed for the
36 following year.

37
38 C. If it becomes necessary to decrease the number of bargaining unit members, the
39 governing body of the school system may layoff the necessary number based on their
40 seniority in accordance with the guidelines and procedures set forth below:

41
42 C.1. The length of actual service of bargaining unit members in the Manchester School
43 System in the following classifications shall be used to determine seniority, provided the
44 bargaining unit member holds certification in that classification.

- a. Secondary School Principal
- b. Middle School Principal
- c. Elementary School Principal
- d. Assistant Secondary School Principal
- e. Assistant Middle School Principal
- f. Assistant Elementary Principal (Full-Time)

C.2. In the event of a layoff of personnel in any classification, the bargaining unit member laid off shall be notified in writing on or before April 15th prior to the contract year in which the layoff becomes effective. If a bargaining unit member has previously worked in another classification in the bargaining unit, that bargaining unit member will be placed in that member's former classification. When placed in the former classification, that bargaining unit member's seniority shall include the total years in service in the bargaining unit.

C.3. In the event of the layoff of any bargaining unit member in the classifications set forth above, the governing body of the school system shall layoff the necessary number of bargaining unit members in the inverse order of their seniority ranking in such classification. When seniority is equal, the layoff shall be determined by lottery. Seniority shall accrue from the first day of employment as a bargaining unit member. Any bargaining unit member on layoff shall not be prevented from securing employment during the period of the layoff.

C.4. Seniority lists within the classification set forth above shall be established by the Administration by February 1 of each year. Such lists shall be promptly transmitted to the Association. A bargaining unit member's position on the seniority list shall remain unchanged during military and maternity leave of absence.

C.5. If a vacancy occurs, a laid off bargaining unit member with the highest seniority in that classification shall be recalled first. Such notice shall be in hand or by restricted signature certified mail, postage prepaid, to the last address given to the Administration by the employee. If a bargaining unit member rejects the offer or fails to respond to the Superintendent within ten (10) calendar days after receipt of the above notice of recall, the employee will be deemed to have refused the position offered and the Superintendent may strike that bargaining unit member's name from the various seniority lists and shall then notify the bargaining unit member with the next highest seniority.

C.6. Seniority shall be broken by:

- a. Discharge for just cause;
- b. Voluntary resignation;
- c. Failure to respond to a notice of recall as specified in the preceding Section 5;
- d. Remaining on layoff for more than twenty-four (24) months.

1
2 C.7. A bargaining unit member who is laid off will remain on the recall lists for twenty-four
3 (24) months after the effective date of said employee's layoff unless that bargaining unit
4 member:

- 5
6 a. Waives recall rights;
7 b. Resigns;
8 c. Fails to accept recall to the position that the bargaining unit member held
9 immediately prior to layoff or to a substantially equivalent position; or,
10 d. Fails to report to work in a position that said bargaining unit member has
11 accepted within thirty (30) days after receipt of the notice of recall.
12

13 C.8. No new bargaining unit member shall be employed while there are certified , laid off and
14 available bargaining unit members to fill the vacancies.
15

16 D.1. A bargaining unit member who is subject to layoff and has the appropriate certification
17 shall be allowed to assume a teaching position before any new staff is hired to fill an
18 existing vacancy. The parties agree that this Section shall not have precedence over
19 rights contained in any other collective bargaining agreement within the Manchester
20 School District.
21

22 D.2. An AMP bargaining unit member who assumes a new teaching position shall be treated
23 as laid off for the purpose of recall rights under Sections C.5, 6 and 7, above.
24

25 **ARTICLE TEN**
26 **ASSIGNMENT**
27
28

29 A. All bargaining unit members will be given written notice of their salaries and building
30 assignments for the forthcoming year not later than June 30 of the preceding year, which
31 will be adhered to, except in unusual circumstances. In the event that changes in such
32 schedules are proposed after June 30th, the Association and all bargaining unit members
33 affected will be notified promptly, in writing and upon the request within five (5) days
34 from the bargaining unit member and the Association, the changes will be promptly
35 reviewed between the Superintendent or the Superintendent's representative and the
36 Association.
37

38 **ARTICLE ELEVEN**
39 **INDIVIDUAL CONTRACTS**
40
41

42 A. The Board and the individual bargaining unit members will enter into individual contracts
43 as set forth in Appendix C attached hereto and incorporated herein by reference.
44

- 1 B. The following terms and conditions shall apply with respect to the employment of each
2 bargaining unit member:
3
- 4 B.1. The contract shall be renewed annually, automatically, during the period of said
5 bargaining unit member's first three (3) years of continuous employment by said Board,
6 unless the bargaining unit member has been notified, in writing, prior to April 15 that the
7 contract will not be renewed for the following year. If a bargaining unit member receives
8 a notice of non-renewal set forth in the preceding sentence, the parties agree that the
9 bargaining unit member shall not be entitled to a statement of reasons relating to any such
10 notice except as may be required by law. For each year for which this contract is
11 renewed, the annual salary of the bargaining unit member shall be in accordance with the
12 provisions of the prevailing Master Agreement between the Board and the Association.
13
- 14 B.2. After three (3) years of continuous employment by said Board, the contract shall continue
15 in force from year to year, subject to the following conditions:
16
- 17 a. It may be terminated by mutual consent at any time.
18
- 19 b. The bargaining unit member may resign by submitting written notice to
20 the Board not later than March 31 of the bargaining unit member's
21 intention not to return for the ensuing year.
22
- 23 c. The Board may terminate this contract at any time for one or more of the
24 following reasons: (1) inefficiency or incompetence; (2) insubordination
25 against reasonable rules of the Board; (3) moral misconduct; (4) disability,
26 as shown by competent medical evidence; (5) elimination of the position
27 to which the bargaining unit member was appointed, if no other position
28 exists to which the bargaining unit member may be appointed, if qualified,
29 or (6) other due and sufficient cause, provided prior to terminating the
30 contract, that Board shall give the bargaining unit member a written notice
31 that termination of that bargaining unit member's contract is under
32 consideration and upon written request filed by the bargaining unit
33 member with the Board within five (5) days after receipt of such notice,
34 the Board shall within the next succeeding five (5) days give the
35 bargaining unit member a statement, in writing, of its reasons therefore.
36 Within twenty (20) days after receipt from the Board of written notice that
37 contract termination is under consideration, the bargaining unit member
38 may file with the Board a written request for a hearing, which the Board
39 shall hold within fifteen (15) days after receipt of such request. Such
40 hearing shall be public if the bargaining unit member so requests or the
41 Board so designates. The bargaining unit member shall have the right to
42 appear with counsel of the bargaining unit member's choice at such
43 hearing, whether public or private. The Board shall give the bargaining
44 unit member its written decision within fifteen (15) days after such

1 hearing. Nothing herein contained shall deprive the Board of the power to
2 suspend the bargaining unit member from duty immediately when serious
3 misconduct is charged, without prejudice to the rights of the bargaining
4 unit member as otherwise provided herein.
5

6 C. The contract will automatically terminate upon the termination of the Master Agreement.
7

8 D. Pay will be terminated at the time services are terminated.
9

10 E. This Article shall not be subject to the grievance or arbitration provisions of this
11 Agreement with respect to the dismissal or non-renewal of any bargaining unit member
12 hired after the effective date of this Agreement who has not been a Principal or Assistant
13 Principal for three (3) consecutive years or more in the Manchester School District.
14

15
16 **ARTICLE TWELVE**
17 **INVOLUNTARY TRANSFER**
18

19 A. When a transfer is required and the bargaining unit member does not wish to accept the
20 transfer voluntarily, the superintendent may implement the change as an involuntary
21 transfer. The bargaining unit member shall be notified as soon as practicable that a
22 transfer is being considered and shall be notified of the reason for the transfer by the
23 appropriate administrator(s) involved.
24

25 B. An involuntary transfer will be implemented only after a meeting between the bargaining
26 unit member involved and the Superintendent if such meeting is requested by the
27 bargaining unit member transfer.
28

29 C. When an involuntary transfer is necessary, a bargaining unit member's area of
30 competence and major or minor field of study will be considered.
31

32 D.1. Bargaining unit members being involuntarily transferred will be informed of appropriate
33 vacancies known and existing at the time the transfer decision is being made. Bargaining
34 unit members will be able to indicate their preference of assignment to the appropriate
35 administrator involved and this preference will be given consideration.
36

37 D.2. A bargaining unit member being involuntarily transferred will be granted time to visit
38 the new assignment prior to reassignment.
39

40 E. Whenever involuntarily transferred, a bargaining unit member may resign by giving
41 written notice to the Superintendent within fifteen (15) workdays of receipt of notice of
42 the transfer or after the grievance procedure, subject to the provisions of Section F of this
43 Article, has been exhausted.
44

- 1 F. The final decision regarding the implementation of the transfer shall rest with the
2 Superintendent and the actual transfer and its implementation shall not be subject to the
3 grievance procedure provided that the transfer has not been arbitrary or capricious.
4 Failure to follow the procedure leading up to the involuntary transfer, as outlined in
5 Sections A, B, C, and O of this Article, shall be grievable.
6
7

8 **ARTICLE THIRTEEN**
9 **VACANCIES AND PROMOTIONS**
10

- 11
12 A. Promotional positions are:
13

- 14 A.1. Non-Unit Positions

15 Superintendent
16 Assistant Superintendents
17 Directors
18

- 19 A.2. Unit Positions

20 Principals
21 Assistant Principals
22

- 23 A.3. Newly created promotional positions (for one (1) full year; i.e., July through June) which
24 have a salary above the minimum salary set forth in Appendix A for the year in which the
25 position becomes effective. The Board has the right to add, delete or modify the
26 promotional positions as in their sole judgment they may decide.
27

- 28 A.4. Bargaining unit members interested in lateral transfers shall notify the Superintendent in
29 writing. Whenever a vacancy occurs, the Superintendent will give due weight to the
30 professional background and attainments, length of time in administrative positions, and
31 other relevant factors for all unit members requesting transfers. Transfer requests will be
32 acted upon prior to the posting of positions outlined in Section A.2. of this article.
33

- 34 B. All vacancies in promotional positions specified in Section A of this Article will be
35 adequately publicized by the Superintendent in accordance with the following procedure:
36

- 37 1. When school is in session, a notice shall be posted on a bulletin board in each
38 school as far in advance as practicable, ordinarily at least 15 school days before
39 the final date when applications must be submitted, and in no event fewer than 10
40 school days before such date. Bargaining unit members who desire to apply for
41 such vacancies shall submit their applications in writing to the Superintendent
42 within the time limit specified in the notice.
43

2. During the summer vacation period, the Superintendent shall notify, in writing, on or about July 10th, each bargaining unit member who, on the basis of credentials, would qualify for such vacancies. The list of such qualified bargaining unit members for promotional positions shall be furnished in writing to the Superintendent. Bargaining unit members who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice (which shall in no event be fewer than fifteen (15) days after the date the notice was deposited in the United States Mail). In addition, the Superintendent shall, within the same time periods, post a list of promotional positions to be filled during the summer vacation period on a bulletin board at the Administration Office and shall send such list of positions to the Association.

C. In both situations set forth in Section B above, the qualifications for the position, its duties and the rates of compensation will be clearly set forth. All qualified bargaining unit members will be given adequate opportunity to make application for such positions. Appointments will be made no later than sixty (60) days after the notice is posted in the schools or the giving of notification to the interested bargaining unit members. If a vacancy occurs in a promotional position specified in Section A above during June or July, appointments will be made not later than ninety (90) days after the giving of notification required by Section B(2) above. The Association recognizes that the Board has the right to repost the position.

D. The Board agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system and other relevant factors. In filling such vacancies, preference will be given to qualified bargaining unit members already employed by the Board. This section shall not be subject to the grievance procedure.

E. Bargaining unit members shall have a Master's Degree as a mandatory qualification for appointment.

ARTICLE FOURTEEN EVALUATION

A.1. All monitoring or observation of the work performance of a bargaining unit member will be conducted openly and with full knowledge of the bargaining unit member.

A.2. Bargaining unit members will be given a copy of any report prepared by their superiors immediately upon completion of such report. No such report shall be submitted to the School District Administration, placed in the bargaining unit member's file or otherwise acted upon without a prior conference with the bargaining unit member, who may

comment on the contents of such report on a separate document which shall be attached to the report and placed in the bargaining unit member's file. There shall be no obligation on the part of the School District Administration or Board to respond to the bargaining unit member's comments and if no response is made, it shall not be considered an acceptance of or agreement with the bargaining unit member's comments. A bargaining unit member shall sign a separate statement that the bargaining unit member has been given any such report referred to in the first sentence of this paragraph and if the bargaining unit member refuses to sign the separate statement, that refusal shall be noted on the statement. The Report referred to in the first sentence of this paragraph and the statement relating to the refusal may then be submitted to School District Administration, placed in the bargaining unit member's file and otherwise acted upon.

A.3. Access to a bargaining unit member's personnel file shall be limited to the bargaining unit member, the Administration (defined as the Superintendent of Schools, Assistant Superintendents of Schools) and members of the School Board or the bargaining unit member's designated representatives. A bargaining unit member shall be able to make copies of documents contained therein.

A.4. If after evaluation, deficiencies are observed in school management, administrative skills and/or professional preparation, such deficiencies shall immediately be brought to the attention of the bargaining unit member.

The bargaining unit member's immediate supervisor, Superintendent and/or Assistant Superintendents shall determine appropriate affirmative action designed to help correct such deficiencies and shall provide assistance to implement such action.

B. No bargaining unit members will be disciplined or reprimanded without just cause. This Section B shall not be subject to the grievance or arbitration provisions of this Agreement with respect to the dismissal or non-renewal of any bargaining unit member hired after the effective date of this Agreement who has not been a Principal or Assistant Principal for three (3) consecutive years or more in the Manchester School District.

C.1. A bargaining unit member's personnel file will be cleared of written reprimands after a period of thirty-six (36) months from the date of the reprimand, provided that there are no infractions committed during the intervening period.

C.2. A bargaining unit member's personnel file will be cleared of suspensions after a period of five (5) years from the date of the suspension provided there are no infractions during the intervening period.

1 **ARTICLE FIFTEEN**
2 **PERSONAL AND ACADEMIC FREEDOM**
3
4

- 5 A. The personal life of a bargaining unit member shall be the concern of and warrant the
6 attention of the Board only as it may, directly or indirectly, prevent the bargaining unit
7 member from properly performing the bargaining unit member's assigned functions
8 during duty hours or be in violation of local or state law.
9
10 B. Religious or lawful political activities of a bargaining unit member conducted off school
11 property shall not be grounds for disciplinary action or for discrimination with respect to
12 the bargaining unit member's professional employment. The Association and the Board
13 agree that they will not take any action against any bargaining unit members for their
14 participation in any lawful activities conducted off school property with regard to
15 religious, political or bargaining unit member organizations.
16
17 C. The Board and the Association agree that academic freedom is basic to the attainment of
18 the educational goals of the Manchester Public Schools.
19
20

21 **ARTICLE SIXTEEN**
22 **ASSOCIATION PRIVILEGES**
23
24

- 25 A. There will be no reprisals of any kind taken against any bargaining unit member by
26 reason of membership in the Association or participation in its lawful activities.
27
28 B.1. The agenda of regular School Board meetings and the minutes of same shall be placed in
29 the Association's mailbox when completed. The Board will, upon request, provide the
30 Association with any non-confidential and non-personal documents which will assist the
31 Association in developing intelligent, accurate, informed and constructive programs on
32 behalf of the bargaining unit members and the students in their schools, together with any
33 other non-confidential information which may be necessary for the Association to
34 formulate programs or process grievances under this Agreement.
35
36 B.2. The Administration will, upon request, provide the Association with new or revised
37 forms used to administer benefits arising out of this Agreement.
38
39 C. The Association will have the right to place notices, circulars, and other material in
40 bargaining unit member's mailboxes, provided that such materials shall not relate to local,
41 state or national political matters. Copies of all such material will be given to the
42 Superintendent or Superintendent's designee, but the latter's advance approval will not be
43 required.
44

**ARTICLE SEVENTEEN
DUES DEDUCTION**

- A. The Board agrees to deduct from the salaries of bargaining unit members' dues for the Association of Manchester Principals affiliated with Teamsters Local No. 633 as said bargaining unit members individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to the Secretary-Treasurer of Teamsters Local No. 633. Bargaining unit member authorizations will be in writing in the form set below.

**"DUES AUTHORIZATION CARD"
ASSOCIATION OF MANCHESTER PRINCIPALS
AFFILIATED WITH TEAMSTERS LOCAL 633**

NAME: _____

ADDRESS: _____

I hereby request and authorize the Manchester Board of School Committee to deduct from my earnings in accordance with the procedure set forth in Article Seventeen of the Master Agreement between the Board and the Association and transmit to the Secretary-Treasurer of Teamsters Local No. 633 an amount sufficient to provide for regular payment of the membership dues, as certified by the Association for the present school year and for succeeding school years. I understand that if I wish to discontinue such deductions for any school year, I must notify the Board and the Association in writing to do so no later than sixty (60) days prior to the commencement of the school year. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the Board and all of its officers from any liability therefore.

Bargaining Unit Member's Signature: _____

Dated: _____

- B. The Association will certify to the Board, in writing, the current rate of its membership dues and will give the Board thirty (30) days written notice, prior to July 1 of the year of any such change.
- C. Dues deduction procedure will be as follows:

- 1 C.1. One half (1/2) of the monthly dues will be deducted from 24 paychecks each contract
2 year, beginning with July through June of that year. The months having three (3)
3 paychecks will not have a dues deduction on the third paycheck.
4
- 5 C.2. The Board will not be required to honor any authorizations that are delivered to it later
6 than October 15.
7
- 8 C.3. Excepted from the July 1 cut-off date will be new bargaining unit members hired after
9 June 30. If such new bargaining unit members submit a Dues Authorization Card to the
10 School Board within thirty (30) days of their appointment, they shall have the current
11 month's dues deducted for the remainder of the contract year.
12
- 13 C.4. All retroactive amounts will be paid directly to the Teamsters by the bargaining unit
14 member.
15
- 16 D. Any employee who is in the bargaining unit and is not a member of the Association but
17 wishes to be represented by the Association in grievances shall assume full financial
18 responsibilities as to the actual costs of processing the grievances. Collection of such
19 fees shall be the sole responsibility of Teamsters Local 633. Should there be a dispute
20 between an employee and the Association and/or the City or the Board, relating to such
21 grievances or costs, the Association agrees to defend, indemnify and hold the City and/or
22 the Board harmless in any such dispute.
23
- 24 E. The District agrees to a D.R.I.V.E. check off for bargaining unit members. Upon written
25 authorization by the employee, the District shall deduct the amount specified by the
26 employee on a bi-weekly basis to the Granite State Teamsters' D.R.I.V.E. account. The
27 employee shall provide written authorization in the form required by law.
28
29

30 **ARTICLE EIGHTEEN**
31 **SICK LEAVE AND LONG TERM DISABILITY**
32
33

- 34 A. A bargaining unit member shall earn sick leave at the rate of one and one-half (1 1/2)
35 days at the beginning of each month commencing from when employed to start work
36 through and including the last month of that bargaining unit member's work year,
37 provided, however, that a bargaining unit member shall not accumulate more than fifteen
38 (15) sick leave days during the entire work year. Sick leave days, for members hired into
39 the bargaining unit prior to September 1, 2009, may be accumulated from year to year
40 with a maximum limit of one hundred and twenty (120) days. Members hired after
41 September 1, 2009, may only accumulate a maximum of sixty (60) sick leave days. Sick
42 leave shall be used by a bargaining unit member only for actual personal illness,
43 including pregnancy, and to care for sick family members for up to five days, which
44 prevent that bargaining unit member from performing his/her normal duties. Any

1 bargaining unit member who is absent from school for three (3) days or more on any one
2 occasion may be required by the Superintendent or the Superintendent's designee to
3 produce a certificate from a physician certifying to the actual sickness of the bargaining
4 unit member and inability to perform that bargaining unit member's normal duties
5 resulting therefrom.
6

7 If there is evidence that the bargaining unit member's absence is due to other than
8 legitimate illness and inability to perform that bargaining unit member's normal duties
9 resulting therefrom, that bargaining unit member may be required to provide proof of
10 such illness and inability to perform normal duties.
11

12 If the Superintendent or the Superintendent's designated representative questions a
13 physician's certificate of proof of a bargaining unit member's illness and/or inability to
14 perform normal duties submitted pursuant to the first two paragraphs of this Article, the
15 bargaining unit member (or, at the option of the Superintendent, the bargaining unit
16 member's documentation or medical record pertaining to the period of time, and the
17 specific illness in question only) may be required to be examined by a physician other
18 than the bargaining unit member's treating physician, which examination shall be paid for
19 by the School District.
20

- 21 B. Bargaining unit members, hired into the bargaining unit prior to September 1, 2009 who
22 retire under the New Hampshire Retirement System and receive retirement benefits from
23 same at the time of separation from the Manchester School District and who has fifteen
24 (15) consecutive years of service with the Manchester School District shall receive a
25 payment for unused accrued sick leave up to a maximum of ninety (90) days.
26 Consecutive years of service will not be broken by absences covered under this Article or
27 by leaves granted under Articles Nineteen, Twenty or Twenty-one.
28

29 Bargaining unit members hired after September 1, 2009, shall be entitled to payment for
30 accrued sick leave, under the conditions specified above; provided however, that payment
31 shall not exceed sixty (60) days.
32

- 33 C. Bargaining unit members shall be given a written accounting of their accumulative sick
34 leave during July of each year.
35

- 36 D. The Board shall provide a long term disability income plan for each bargaining unit
37 member who enrolls in said plan. The schedule of benefits of such plan is set forth in
38 Appendix B. The Board may, in its sole discretion, obtain such benefits from a source of
39 its choice, provided that the schedule of benefits is equivalent to that schedule of benefits
40 set forth in Appendix B.
41
42
43
44

ARTICLE NINETEEN
TEMPORARY LEAVES OF ABSENCE

Bargaining unit members will be entitled to the following temporary leaves of absence, with full pay, each work year:

- A. Three (3) days of personal leave will be available to bargaining unit members. No reason is required; however, written notice must be given to the Superintendent a reasonable time in advance except in an emergency when verbal notice will be adequate. When verbal notice is given, it will be followed by a written notice to the Superintendent. The Superintendent's approval is only required in order to maintain sufficient administrative coverage. If during a school year, a bargaining unit member uses one or fewer personal leave days, that member shall receive one bonus day's pay the following school year. If during a school year, a bargaining unit member uses two (2) or fewer personal leave days, that member shall receive one bonus day's pay the following school year. The payment shall be made in September of the following school year.
- B. Officers of the Association will be granted leave for one (1) day to attend the annual meeting of the Association, provided, however, that the total number of leave days under this section shall not exceed two (2) bargaining unit members.
- C. An Association member, designated by the Association President, shall be granted a one (1) day leave of absence in order to conduct preplanned official Association business such as attending meetings, workshops and conferences. The Association shall pay the costs of any substitute for the day used.
- D. Five (5) consecutive calendar days, excluding weekends and holiday weekends only, leave of absence because of death in the immediate family of the bargaining unit member. Immediate family is hereby defined to mean spouse, parents, children, brothers, sisters, mother-in-law or father-in-law, or a blood relative or ward residing in the same house. In addition to the leave of absence provided for the immediate family as defined herein, the bargaining unit member is entitled to one (1) day of leave to attend the funeral of a relative not listed in the preceding sentence.
- E. Military Reserve Training Leave - Military reserve training leave, with pay, will be available to a bargaining unit member up to a maximum of ten (10) working days during the contract year if such training is unavoidable and required by the military. The bargaining unit members shall be paid the difference between their salary and the payment received for military reserve training.
- F. Jury Duty - The Board recognizes the civic responsibility of its bargaining unit members, who are randomly selected to serve on a jury or subpoenaed to appear in court. Bargaining unit members shall notify in writing the Superintendent immediately after

being summoned to appear for jury duty or a court appearance. The bargaining unit member shall be paid the difference between the bargaining unit member's salary and the payment received for serving as a juror or witness. The bargaining unit member shall make a written request to the Clerk of Court for a waiver. If the clerk does not grant the waiver, then the Superintendent shall grant a paid jury duty leave. If a bargaining unit member is dismissed from Court prior to 1 :00 p.m., the bargaining unit member shall return to work.

- G. One (1) day leave of absence, deducted from sick leave, may be used for the observation of a religious holiday which is celebrated when school is in session.

ARTICLE TWENTY EXTENDED LEAVES OF ABSENCE

- A. All benefits to which a bargaining unit member was entitled at the time the bargaining unit member's leave of absence commenced, including unused accumulated sick leave, will be restored to the bargaining unit member, provided said member signs and complies with the memo required under Section J of this Article. Further, provided said member signs and complies with said memo, that bargaining unit member will be assigned to the same position held at the time said leave commenced, unless the position no longer exists in which case the bargaining unit member will be assigned to a similar position, if available.
- B. Military leave shall be governed by existing law.
- C. A leave of absence, without pay or any other benefits, of up to one (1) year will be granted for the purpose of caring for a sick member of the bargaining unit member's immediate family. Additional leave may be granted at the discretion of the Board.
- D.1. A bargaining unit member who has worked for two (2) full contract years with the Manchester School District under an individual contract as set forth in Appendix C and who is pregnant, shall be entitled to a leave of absence without pay, provided that such bargaining unit member notifies the Superintendent in writing of such pregnancy and the anticipated delivery date within one (1) month of the determination of such pregnancy and, provided further, that such bargaining unit member, except in the case of an emergency, gives the Superintendent no less than thirty (30) days prior written notice of: (1) a specific date for the commencement of the leave, and (2) a specific date when the bargaining unit member intends to return to work. In the event the anticipated delivery date falls within the first month of a new work year, leave requested pursuant to this Section shall commence at the beginning of that new work year. Notwithstanding the provisions of the first sentence of this Section D (1), a bargaining unit member in her second year of employment with the Manchester School District may apply for a leave

pursuant to this Section, but only if such leave is to commence during the third year of employment with said District D.2. Subject to the provisions of the first paragraph of this Section D (1), a bargaining unit member who is actually working during the contract year and takes maternity leave for part of that year shall, if the leave commences no more than three (3) weeks before the anticipated delivery date, be eligible, pursuant to the provisions of Article Eighteen, for unused accumulated sick leave, but (1) only to the extent that such bargaining unit member has any unused accumulated sick leave, and (2) only for the period of actual personal medical disability resulting from the pregnancy which prevents the bargaining unit member from performing the member's duties.

To be eligible for sick leave under Article Eighteen, a bargaining unit member must furnish to the Superintendent a certificate from a physician certifying to the dates of the period of such actual disability of the bargaining unit member and the specific nature of the medical disability resulting from the pregnancy. If the Superintendent or the Superintendent's designated representative questions a physician's certificate or proof of a bargaining unit member's disability and/or inability to perform normal duties submitted pursuant to this Section, then, after the bargaining unit member has been absent for three (3) days or more on any one occasion, the bargaining unit member (or, at the option of the Superintendent, the bargaining unit member's documentation or medical record pertaining to the period of time and the specific medical disability resulting from the pregnancy) may be required to be examined by a physician other than the bargaining unit member's treating physician, which examination shall be paid for by the School District.

Also, the Superintendent may, in his discretion, require certificates from the bargaining unit member's physician certifying to either (1) the pregnant bargaining unit member's ability to continue to work, or (2) the bargaining unit member's ability to return to work after such leave. If the Superintendent, after consultation with the bargaining unit member's immediate supervisor, questions either the period of actual disability, or the specific nature of the disability, the Superintendent may require the bargaining unit member to be examined by a physician, other than the bargaining unit member's treating physician who is mutually acceptable to the bargaining unit member and the Superintendent. In the event the Superintendent determines, after obtaining such certificates and after consultation with the bargaining unit member's immediate supervisor, that the bargaining unit member is either not able to continue to work or is not able to return to work, said bargaining unit member shall commence a leave of absence or continue same. If the Superintendent requires a certificate concerning the bargaining unit member's disability or ability to continue to work or return to work from a physician other than the bargaining unit member's own physician, the School District shall pay the cost of obtaining the same.

- D.3. A leave of absence taken pursuant to this Section D shall not extend longer than twelve (12) months from the time said leave commences. If, however, this twelve (12) month period ends during the last quarter of a work year, the Superintendent, in his discretion and at the request of the bargaining unit member, may extend the leave to the beginning

1 of the next work year. Upon return, a bargaining unit member shall be assigned to the
2 same position which he/she held at the time the leave commenced.
3

4 D.4. Days absent while on leave shall not be counted to determine if a bargaining unit member
5 has worked "one or more" or "three or more" years as set forth in New Hampshire RSA
6 189: 14-a, and nothing in this Section D shall be construed to exclude or in any way limit
7 the Board's or the Superintendent's rights under RSA Chapter 189 or any other provision
8 of the Revised Statutes Annotated.
9

10 E. Other leaves of absence (including child rearing and adoption leave), without pay or other
11 benefits, may be granted by the Board for any good reason and for such period as the
12 Board may determine, provided, however, that prior to the granting of any such leave, a
13 suitable replacement must be hired for the period of the leave.
14

15 F. Except in the case of a bona fide emergency beyond the control of the bargaining unit
16 member, all leaves taken pursuant to this Article Twenty must commence at a time
17 mutually agreed upon by the Superintendent and the bargaining unit member returning
18 from a leave of absence shall return only at the beginning of a work year unless otherwise
19 provided by the Board.
20

21 G. Except in emergencies, all requests under this Article for leaves of absence for the
22 following work year shall be made no later than December 1. All requests for extensions
23 or renewals of leaves will be applied for and granted in writing. Such requests shall be
24 made by December 1.
25

26 H. A bargaining unit member on leave of absence without pay shall not be denied the
27 opportunity to substitute in the School District by reason of the fact that the bargaining
28 unit member is on such leave of absence.
29

30 I. Persons on leave of absence shall notify the Superintendent, in writing, between
31 December 1 and February 1 of their intent to return to work at the start of the following
32 work year in order to qualify for assignments for a position for the following school year.
33

34 J. Before an extended leave commences, bargaining unit members will be given and sign,
35 within twenty-one (21) days from receipt, a memo describing the terms of any extended
36 leave set forth in this Article and failure by the bargaining unit member to comply with
37 such terms shall immediately terminate any and all obligations, contractual and otherwise
38 of the Manchester School District.
39
40
41
42
43
44

ARTICLE TWENTY-ONE
SABBATICAL LEAVE

- A. Upon recommendation by the Superintendent of Schools, sabbatical leaves may be granted to a member of the bargaining unit by the Board for full-time study in the United States at any regionally accredited graduate school or at a foreign school approved by the Superintendent, including study in another area of specialization, subject to the following conditions:
- A.1. The bargaining unit member has completed at least seven (7) consecutive full work years of service in the Manchester School System.
- A.2. All sabbatical leaves shall be for a full Manchester work year (i.e., July 1 through June 30) and bargaining members will be paid by the Board at fifty percent (50%) of the salary rate which they would have received if they had remained on active duty. The salary rate shall only include the compensation set forth in Appendix A. Also, bargaining unit members will receive a payment not to exceed one-half (1/2) of what the District shall be required to pay for Hospital/Medical Insurance pursuant to the provisions of Article Six (entitled Insurance), Section A.
- A.3. A request for sabbatical leave must be received by the Superintendent of Schools, in writing, in such form as may be required by the Superintendent, no later than November 15 of the year preceding the school year for which the sabbatical leave is requested.
- The Superintendent shall inform each applicant, in writing, of the action to be recommended on the request for sabbatical leave no later than January 15 of the school year preceding the school year for which the sabbatical is requested. The Board shall notify the bargaining unit member of its intent relative to the request for sabbatical leave by February 15.
- A.4. Each bargaining unit member must agree to return to service in the Manchester Public Schools immediately upon termination of sabbatical leave and to continue in such service for a period of two (2) years, unless physical disability makes this impossible or there is mutual agreement to the contrary. A signed statement in the format of a promissory note shall stipulate that failure of the bargaining unit member to provide such service shall result in the obligation to reimburse the City of Manchester a proportional part of the salary paid to that bargaining unit member during sabbatical leave determined by the fraction of the two (2) years not served following the leave.
- A.5. A complete and detailed outline of work and/or study to be performed during the period of leave shall be provided in the request for leave.
- A.6. Approval of leave shall specify the work and/or study to be performed and failure to abide by the terms and conditions of such approval shall automatically result in pro rata

adjustment or cancellation of salary, or reimbursement to the Board of all or part of salary paid to date.

- B. The Board agrees to fund one (1) sabbatical leave each year.

ARTICLE TWENTY-TWO GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim based upon the interpretation, meaning or application of any of the provisions of this Agreement. Only claims based upon the interpretation, meaning or application of any of the provisions of this Agreement shall constitute grievances under this Article.
2. An "aggrieved person" is the person or persons making the claim. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
3. A "work day" means Monday through Friday, excluding holidays when school is not in session.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise affecting the welfare or working conditions of bargaining unit members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained will be construed as limiting the right of any bargaining unit member having a grievance to discuss the matter informally with any appropriate member of the Administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedure

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.

1 In the event a grievance is filed at such time that it cannot be processed through all the
2 steps in this grievance procedure by the end of the work year, and if left unresolved until
3 the beginning of the following work year could result in irreparable harm to a party in
4 interest, the time limits set forth herein will be reduced so that the grievance procedure
5 may be exhausted prior to the end of the work year or as soon thereafter as is practicable.
6

7 1. Level One
8

9 a. Individual Grievances
10

- 11 (1) An aggrieved person must file the grievance, in writing, with the
12 Chairperson of the Member Rights Committee. Within five (5)
13 work days after receiving the written grievance, the Chairperson of
14 the Member Rights Committee will refer it to the Superintendent
15 of Schools.
16
17 (2) Within ten (10) work days after the receipt of the written grievance
18 by the Superintendent, the Superintendent will meet with the
19 aggrieved person in an effort to resolve it.
20
21 (3) If a bargaining unit member does not file a grievance, in writing,
22 with the Chairperson of the Member Rights Committee and the
23 written grievance is not forwarded to the Superintendent within
24 thirty (30) work days after the bargaining unit member knew or
25 should have known of the act or condition on which the grievance
26 is based, then the grievance will be considered as waived. A
27 dispute as to whether a grievance has been waived under this
28 paragraph will be subject to arbitration pursuant to Level Three.
29

30 b. Class Grievances
31

- 32 (1) If, in the judgment of the Member Rights Committee, a grievance
33 affects a group or class of bargaining unit members, the Member
34 Rights Committee may submit such grievance in writing to the
35 Superintendent directly and the processing of such grievance will
36 be commenced at Level One. The Member Rights Committee may
37 process such a grievance through all levels of the grievance
38 procedure, even though the aggrieved person does not wish to do
39 so.
40
41 (2) In the event the Member Rights Committee files a grievance which
42 affects a group or class of bargaining unit members, such
43 grievance must specify the names of all of the bargaining unit
44 members who claim there has been a violation or misapplication of

1 a provision of this contract as to them, the specific contract
2 provision(s) involved and the date(s) of the alleged violation(s) or
3 misapplication(s).
4

- 5 (3) A class grievance filed pursuant to this Section must be filed by the
6 Member Rights Committee at Level One with the Superintendent
7 within forty-five (45) work days after the date of the first alleged
8 violation or misapplication of any provision of this contract
9 claimed by a bargaining unit member. Any alleged violation or
10 misapplication occurring prior to forty-five (45) workdays from the
11 date the class grievance is filed with the Superintendent will be
12 considered as waived.
13

14 2. Level Two
15

16 If the aggrieved person is not satisfied with the disposition of the aggrieved person's
17 grievance at Level One, or if no decision has been rendered within ten (10) work days
18 after that person has first met with the Superintendent, that person may file the grievance,
19 in writing, with the Chairperson of the Member Rights Committee within five (5) work
20 days after a decision by the Superintendent, or fifteen (15) work days after the aggrieved
21 person has first met with the Superintendent, whichever is sooner. Within five (5) work
22 days after receiving the written grievance, the Member Rights Committee may refer it to
23 the Board, if it determines that the grievance is meritorious and that appealing it is in the
24 best interests of the school system. Within ten (10) workdays after receiving the written
25 grievance, the Board will meet with the aggrieved person for the purpose of resolving the
26 grievance.
27

28 3. Level Three
29

- 30 a. If the aggrieved person is not satisfied with the disposition of the
31 grievance at Level Two, or if no decision has been rendered within ten
32 (10) work days after the meeting with the Board, the aggrieved person
33 may, within five (5) work days after a decision by the Board, or fifteen
34 (15) work days after the meeting with the Board, whichever is sooner,
35 request, in writing, that the Chairperson of the Member Rights Committee
36 submit that grievance to arbitration. If the Member Rights Committee
37 determines that the grievance is meritorious and that submitting it to
38 arbitration is in the best interests of the school system, it may submit the
39 grievance, in writing, to arbitration within fifteen (15) workdays after
40 receipt of a request by the aggrieved person.
41
42 b. Within ten (10) workdays after such written notice of submission to
43 arbitration, the Board and the Member Rights Committee will agree upon
44 a mutually acceptable arbitrator and will obtain a commitment from said

1 arbitrator to serve. If the parties are unable to agree upon an arbitrator or
2 to obtain such a commitment within the specified period, a request for a
3 list of arbitrators may be made to the American Arbitration Association by
4 either party. The parties will then be bound by the rules and procedures of
5 the American Arbitration Association in the selection of an arbitrator.
6

7 c. The arbitrator so selected will confer with representatives of the Board and
8 the Member Rights Committee and hold hearings promptly and will issue
9 a decision not later than twenty (20) days from the date of the close of the
10 hearings, or, if oral hearings have been waived, then from the date the
11 final statements and proofs are submitted to the arbitrator. The arbitrator's
12 decision will be in writing and will set forth findings of fact, reasoning and
13 conclusions on the issues submitted. The arbitrator will be without power
14 or authority to make any decision, which requires the commission of an
15 act, which changes or amends this Agreement.
16

17 d. The decision of the arbitrator shall be binding upon both parties.
18 However, both parties shall have a right to appeal to the New Hampshire
19 Superior Court under the provision of Revised Statutes Annotated,
20 Chapter 542, as amended. It is hereby specifically agreed by the Board
21 and the Association that this contract and grievance procedure clause are
22 subject to the provisions of New Hampshire Revised Statutes Annotated,
23 Chapter 542, as amended.
24

25 e. The costs for the services of the arbitrator, including per diem expenses, if
26 any, and actual and necessary travel and subsistence expenses, will be
27 borne equally by the Board and the Association. The parties agree that the
28 party which requests a postponement of any arbitration hearing shall be
29 obligated to pay any costs or fees submitted by the arbitrator and/or the
30 American Arbitration Association which result from the postponement.
31

32 D. Rights of Parties to Representation 33

- 34 1. No reprisals of any kind will be taken by the Board or by any member of the
35 Administration against any party in interest, any Association Representative, any
36 member of the Member Rights Committee or any other participant in the
37 grievance procedure by reason of such participation.
38
- 39 2. Parties in interest may be represented at all stages of the grievance procedure by
40 themselves, or at their option, by counsel and/or by a representative selected by
41 the Association. When a bargaining unit member is not represented by the
42 Association, the Association shall have the right to be present and to state its
43 views at all stages of the grievance procedure.
44

1 E. Miscellaneous

- 2
- 3 1. Decisions rendered at Levels One and Two of the grievance procedure will be in
- 4 writing, setting forth the decision and the reasons therefore, and will be
- 5 transmitted promptly to all parties in interest and to the Chairperson of the
- 6 Member Rights Committee. Decisions rendered at Level Three will be in
- 7 accordance with the procedures set forth in Section C, Paragraph 3(c).
- 8
- 9 2. All documents, communications and records dealing with the processing of a
- 10 grievance will be filed separately from the personnel files of the participants.
- 11
- 12 3. Forms for filing grievances, serving notices, taking appeals, making reports and
- 13 recommendations, and other necessary documents will be jointly prepared by the
- 14 Superintendent and the Association and given appropriate distribution so as to
- 15 facilitate operation of the grievance procedure.
- 16
- 17 4. If a grievance is not reported and/or processed by the grieving party and/or the
- 18 Member Rights Committee within the time limits set forth in this Article, the
- 19 matter shall be dismissed and no further action will be taken with respect to such
- 20 grievance.
- 21
- 22 5. The term "Superintendent" as used in this Article shall mean the Superintendent
- 23 or an Assistant Superintendent.
- 24

25 **ARTICLE TWENTY-THREE**

26 **GENERAL**

27

28

- 29 A. If any provisions of this Agreement or any application of the Agreement to any
- 30 bargaining unit member or group of bargaining unit members shall be found contrary to
- 31 law, then such provision or application shall not be deemed valid and subsisting, except
- 32 to the extent permitted by law, but all other provisions or application will continue in full
- 33 force and effect.
- 34
- 35 B. The Board will amend its rules and policies and take such other action as may be
- 36 necessary in order to give full force and effect to this Agreement.
- 37
- 38 Copies of this Agreement will be printed at Board expense and a copy given to each
- 39 bargaining unit member.
- 40
- 41 C. The Board agrees not to negotiate with any bargaining unit member's group or
- 42 organization other than the Association in regard to any matter subject to negotiation
- 43 under Article Two of this Agreement, provided, however, that this shall not prevent the
- 44 Board from Communicating or consulting with any individual bargaining unit member or

group of bargaining unit members for any purpose the Board shall deem desirable in the discharge of its responsibilities, nor shall it preclude any bargaining unit member from appearing before the Board on matters relating to the bargaining unit member's employment by the Board.

D. The parties understand that neither the Board nor the Superintendent may lawfully delegate the power or authority which, by law, are vested in them, and this Agreement shall not be construed so as to constitute a delegation of said power or authority.

E. This Agreement represents the entire agreement between the parties hereto and may not be modified in whole or in part except by an instrument, in writing, duly executed by both parties.

F. If the parties disagree as to the meaning or interpretation of any of the provisions of this Agreement, except those provisions expressly excepted from the grievance procedure, either party may utilize the grievance procedure set forth in Article Twenty-Two in order to resolve said dispute.

G. No bargaining unit member will be required to Chair more than one (1) District-wide committee during the life of this Agreement.

ARTICLE TWENTY-FOUR DURATION

The provisions of this Agreement shall be effective as of July 1, ~~2013~~ **2016** and will continue and remain in full force and effect until June 30, ~~2015~~ **2019**. Automatic one year extensions of this Agreement will commence on June 30, 2019, and shall continue for consecutive annual terms (effective each 30th of June) unless written notice is given by either party by January 31 of that year to bargain a successor agreement. Once notice of intent to bargain a successor agreement is given, this process of automatic extensions shall cease and the Agreement shall terminate on the following 30th of June.

This contract is formally agreed to and signed this date: _____ by the following who hereby declare they are duly authorized to sign.

For the Board of School Committee:

By: _____, ~~Vice Chair~~ Date: _____

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For the Association of Manchester Principals:

By: _____, President Date: _____

By: _____, C-Chair Date: _____

For Teamsters Local 633 of NH:

By: _____, Business Agent Date: _____

By: _____, Secretary Date: _____

APPENDIX A
SALARY SCHEDULE 2013—2014 2016 -2017

Effective July 1, 2013 2016 through June 30, 2014 2017

2016 - 2017 Veteran* Employee Salary Scale (pro-rated to 10/01/2016)

	MA	MA+30	CAGS (30 Cr.)	Doctor**	# of days
Assist. Elementary Principal	\$ 82,531	\$ 85,638	\$ 86,414	\$ 90,541	209
Assist. Middle School Principal	\$ 89,325	\$ 92,700	\$ 93,536	\$ 97,633	224
Assist. Secondary Principal	\$ 96,789	\$100,127	\$101,970	\$106,097	224
Elementary Principal	\$ 93,891	\$ 97,433	\$ 98,287	\$106,783	214
Middle School Principal	\$100,795	\$104,199	\$105,049	\$109,176	226
High School Principal	\$109,295	\$112,703	\$113,551	\$117,678	226

2017 - 2018 New Hire Salary Scale

	MA	MA+30	CAGS (30 Cr.)	Doctor**	# of days
Assist. Elementary Principal	\$ 72,531	\$ 75,638	\$ 76,414	\$ 80,541	209
Assist. Middle School Principal	\$ 79,325	\$ 82,700	\$ 83,536	\$ 87,633	224
Assist. Secondary Principal	\$ 86,789	\$ 90,127	\$ 90,960	\$ 96,097	224
Elementary Principal	\$ 85,646	\$ 89,254	\$ 90,124	\$ 98,779	218
Middle School Principal	\$ 90,795	\$ 94,199	\$ 95,049	\$ 99,176	226
High School Principal	\$ 99,295	\$102,703	\$103,551	\$107,678	226

*For the purpose of the attached scale, a “Veteran” employee is defined as any employee in this bargaining unit that was hired into this bargaining unit position prior to July 1, 2017.

**Doctoral degree must be in an approved Ed.D. or Ph.D. program/discipline.

APPENDIX B
LONG TERM DISABILITY INCOME PLAN

Monthly Benefit 66 2/3%, of salary* less offsets**

Elimination Period Accumulated sick leave or 30 consecutive calendar days, whichever is greater

Maximum Benefit Period for Accident and Sickness Is Based On Attained Age:

Prior to age 61 - The date of attainment of age 65. (But not less than four years)

Age 61 through 62 - 4 years.

Age 63 through 64 - 3 years.

Age 65 and over - 2 years, but not beyond the date of attainment of Age 70.

Maternity Benefits

Coverage for disabilities due to maternity will be covered the same as any other sickness.

*Salary means one-twelfth of the annual wage, salary or compensation the Insured is receiving for performing the duties of his regular occupation at the time total disability starts. This does not include bonuses and overtime earnings.

If premiums are on a level premium basis, salary means that salary which was used to calculate premium. This does not include bonuses and overtime earnings.

** "Offsets"

The monthly disability benefit shall be reduced by the following income sources which the insured, or any member of his immediate family due to his disability, is entitled to receive.

(a) Any amounts paid or payable by reason of disability under Workmen's Compensation or any similar law;

(b) Any amounts paid or payable by reason of disability under Social Security (Primary and Family Benefits) or any other private, state or federal government disability plans. After a period of disability has been established, increases in benefits paid or payable through Social Security (Primary and Family Benefit), will not reduce benefits currently payable under this plan for the period of disability.

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- (c) Any disability benefits paid or payable under any other group disability income plan;
- (d) Any amounts paid or payable under any retirement plan;
- (e) Any wages, salary or other compensation received for performing any work or service, except as provided for in Rehabilitation Provisions.

**APPENDIX C
INDIVIDUAL CONTRACTS**

ANNUAL CONTRACT FOR SCHOOL ADMINISTRATIVE UNIT 37
PRINCIPALS AND ASSISTANT PRINCIPALS

AGREEMENT made this _____ day of, 20_____, by and between the MANCHESTER BOARD OF SCHOOL COMMITTEE of School Administrative Unit 37, hereinafter called the "Board", and , hereinafter called the (insert "Principal" or "Assistant Principal").

- I. The Board agrees to employ the (insert "Principal" or "Assistant Principal") for School Administrative Unit 37 for the work year, 20 __ through and including, 20 __ .
- II. The (insert "Principal" or "Assistant Principal") agrees to administer and supervise the school designated by the Board or its agents in accordance with all applicable Federal and State of New Hampshire laws and regulations, the rules and regulations of the State Board of Education and the rules and regulations of the Manchester Board of School Committee.
- III. It is mutually agreed that:
 - A. The (insert "Principal's" or "Assistant Principal's") work year shall be days.
 - B. In the event any term or provision of this Contract is declared to be unenforceable by a court of competent jurisdiction or by action of the New Hampshire State Legislature, that provision shall be renegotiated but all other terms and provisions of this Contract shall remain in full force and effect
 - C. Grounds for termination include, but are not limited to, the following:
 1. By the Board:
 - (a) For immorality, incompetence, insubordination, failure to conform to the rules and regulations of the State Board of Education or the Manchester Board of School Committee or upon revocation of the Professional Administrator's license, or
 - (b) Pursuant to the provisions of Article Eleven, Individual Contracts, of the Master Agreement between the

Manchester Board of School Committee and the
Association of Manchester Principals, on behalf of the
Principals and Assistant Principals.

2. By mutual agreement of the (insert "Principal" or "Assistant
Principal") and the Board.

D. If the Board does not intend to seek renewal of this Contract, it will notify
the insert "Principal" or "Assistant Principal") in writing on or before
March 31 of the year in which this Contract expires. If the (insert
"Principal" or "Assistant Principal") does not intend to seek renewal of
this Contract, he/she will similarly notify the Board in writing on or before
March 31 of the year in which this Contract expires. Failure to provide the
notice required by this paragraph shall entitle the other party to an
automatic renewal of this Contract for one year upon the same terms and
conditions herein set forth.

SCHOOL ADMINISTRATIVE UNIT #37

By: _____
Chairman,
Manchester Board of School Committee

By: _____
PRINCIPAL OR ASSISTANT PRINCIPAL
(Insert "Principal" or "Assistant Principal")

Principal Contract
Tentative Agreement
11/8/16

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Total</u>
Increases:				
Increase Costs for Salary Adjustments:				
CPI Increase 1% (FY17 effective 10/1/16)	45,505	62,120	63,612	171,238
Longevity \$100 for each year of service (one time increase)	-	51,379	-	51,379
Longevity \$150 at 10 years of service	-	3,188	188	3,375
Increase of 4 Days for Elementary Principals	-	32,452	32,777	65,229
Salary/Benefit Increase	45,505	149,140	96,576	291,221
Funding Source:				
Budget FY17	(61,915)	-	-	(61,915)
Savings from 4.5 new positions hired at lower rate	-	(56,255)	(56,255)	(112,509)
Savings from elimination of District contribution for professional dues	-	(40,935)	-	(40,935)
Total Cost/(Savings)	(16,410)	51,950	40,322	75,862

LUMENOS[®] Health Savings Account (HSA) - BlueChoice[®] New England with HSA Cost Sharing Schedule

COST SHARING SCHEDULE

This Cost Sharing Schedule is an important part of your Subscriber Certificate. Please keep this schedule with your Certificate, because it contains important information about coverage and limitations.

Cost Sharing Summary	Your Cost	
	Network Benefits <i>Benefits are limited to the Maximum Allowable Benefit*</i>	Out-of-Network Benefits <i>Benefits are limited to the Maximum Allowable Benefit*</i>
Standard Deductible If you have a single membership, the Deductible amount is: If you have a family membership, the Deductible amount is:	\$2,000 per Member, per Contract Year \$4,000 per family, per Contract Year	
Standard Coinsurance	not applicable	30%
Coinsurance Maximum If you have a single membership, the Coinsurance Maximum is: If you have a family membership, the Coinsurance Maximum is:		\$2,000 per Member, per Contract Year \$4,000 per family, per Contract Year
Out of Pocket Limit If you have a single membership, the Out-of-Pocket Limit is: If you have a family membership, the Out-of-Pocket Limit is:	\$2,000 per Member, per Contract Year \$4,000 per family, per Contract Year	\$4,000 per Member, per Contract Year \$8,000 per family, per Contract Year
Pharmacy Benefit Cost Sharing. You may purchase up to a 90-day supply of a covered prescription drug at one time, provided that the drug is a Covered Service, the quantity is ordered by your physician and the drug does not require Prerertification from Anthem. Please see your Pharmacy Rider for complete information about your share of the cost for Covered Services purchased at a pharmacy.		
At a Retail Pharmacy or by Mail Order -	Deductible applies	Deductible and Coinsurance apply

* Benefits are limited to the Maximum Allowable Benefit (MAB). If you receive services from an Out-of-Network Provider, you may be responsible for paying the difference between the MAB and charge.
 † Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.

COVERAGE OUTLINE

The following is an outline of your coverage. Do not rely on this outline alone. Please read your Subscriber Certificate carefully, because important terms and limitations apply.

Coverage Outline	Your Cost	
	Network Benefits*	Out-of-Network Benefits*
Medical/Surgical Care		
I. Inpatient Services		
In a Short Term General Hospital (Facility charges for medical, surgical and maternity admissions)	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
In a Skilled Nursing Facility (Facility charges) Up to 100 Inpatient days per Member, per Calendar Year [†]		
In a Physical Rehabilitation Facility (Facility charges) Up to 100 Inpatient days per Member, per Calendar Year [†]		
Inpatient physician and professional services (Such as physician visits, consultations, surgery, anesthesia, delivery of a baby, therapy, laboratory and x-ray tests) For Skilled Nursing or Physical Rehabilitation Facility admissions: limited to the number of Inpatient days stated above [†]		
II. Outpatient Services		
Preventive Care		
Preventive Care services include, but are not limited to: Immunizations for babies, children and adults Cancer screenings such as mammograms and pap smears, Lead-screening, Routine physical exams for babies, children and adults, including an annual gynecological exam Cancer screenings such as routine colonoscopy and sigmoidoscopy screening including fecal occult blood tests, barium enema, and related prep kit and CT colonography (as appropriate) Routine hearing and vision screenings and other preventive care and screenings for infants, children, adolescents and women as provided for in the comprehensive guidelines supported by the health Resources and Services Administration. Any other screening with and “A” or “B” rating from the United States Preventive Services Task Force including, but not limited to: screenings for breast cancer, cervical cancer, colorectal cancer, high blood pressure, type 2 diabetes mellitus, cholesterol, child and adult obesity. Outpatient/office contraceptive services as required by law Nutrition counseling including nutrition counseling for eating disorders	You Pay \$0	Standard Deductible and Coinsurance, plus any balances

* Benefits are limited to the Maximum Allowable Benefit (MAB). If you receive services from an Out-of-Network Provider, you may be responsible for paying the difference between the MAB and charge.

[†] Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.

Coverage Outline	Your Cost	
	Network Benefits*	Out-of-Network Benefits*
Other preventive care: Travel and Rabies immunizations Prostatic specific antigen (PSA) screening	You pay \$0	Standard Deductible and Coinsurance, plus any balances
Routine hearing exams (One exam per Member, per Contract Year)		
Routine vision exams (One exam per Member, per Calendar Year)		
Prescription Eyewear - Anthem covers \$100 per Member every other Contract Year toward the cost of prescription eyewear (frames, lenses and contact lenses).	You pay any amount that exceeds Anthem's \$100 allowance.	
Diabetes management program	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Medical/Surgical Care in a Physician's Office or Walk-In Center or furnished by an Independent Ambulatory Surgical Center, or Independent Infusion Therapy Provider, or Independent Laboratory Provider or Independent Radiology Provider (in addition to the Preventive Care above)		
Medical exams, consultations, office surgery and anesthesia, injections (including allergy injections), medical treatments, telemedicine visits and physician services at a Walk-In Center	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Laboratory and x-ray tests (including allergy testing and ultrasound)		
MRA, MRI, PET, SPECT, CT Scan, CTA Chemotherapy, drugs, medical supplies, including one hearing aid per ear each time a hearing aid prescription changes		
Contraceptive drugs and devices that must be administered in a provider's office (such as IUDs)	You pay \$0	
Maternity Care (prenatal and postpartum visits) Please see your Subscriber Certificate for information about total maternity care.	Your share of the cost for delivery of a baby is the same as shown for "Inpatient Services" (above) and "Outpatient Facility Care" (below).	
Outpatient Facility Care; in the Outpatient Department of a Hospital, a Short Term General Hospital's Ambulatory Surgical Center, or a Short Term General Hospital's Hemodialysis Center or a Birthing Center (in addition to the Preventive Care above)		
Medical exams and consultations by a physician and telemedicine visits	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Operating room for surgery or delivery of a baby		
Physician and professional services: surgery, anesthesia, delivery of a baby or management of therapy		
Hemodialysis, chemotherapy, radiation therapy, infusion therapy, MRA, MRI, PET, SPECT, CT Scan, CTA		
Facility charges, drugs, medical supplies, other ancillaries, observation		
Laboratory and x-ray tests (including ultrasounds)		

* Benefits are limited to the Maximum Allowable Benefit (MAB). If you receive services from an Out-of-Network Provider, you may be responsible for paying the difference between the MAB and charge.

† Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.

Coverage Outline	Your Cost	
	Network Benefits*	Out-of-Network Benefits*
Emergency Room Visits and Urgent Care Facility Visits		
Use of the emergency room Emergency room physician’s fee, surgery, laboratory and x-ray tests, MRA, MRI, PET, SPECT, CT Scan, CTA, medical supplies and drugs.	Standard Deductible*	Same as Network Benefits*
Use of a licensed hospital urgent care facility Physician’s fee, surgery, laboratory and x-ray tests, MRA, MRI, PET, SPECT, CT Scan, CTA, medical supplies and drugs	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Ambulance Services Transport by ambulance must be Medically Necessary.	Standard Deductible*	Same as Network Benefits*
III. Outpatient Physical Rehabilitation Services		
Physical Therapy and Occupational Therapy and Speech Therapy (Up to a combined maximum of 60 visits per Member, per Contract Year [†])	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Cardiac Rehabilitation Visits		
Early Intervention Services Available from birth to a covered child’s third birthday.		
Chiropractic Care <ul style="list-style-type: none">Office VisitsLaboratory and x-ray tests furnished by a chiropractor		
IV. Home Care (in addition to the Preventive Care listed in subsection II above)		
Physician Services Medical exams, injections, medical treatments, surgery and anesthesia and telemedicine visits	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Home Health Agency services (Up to 100 visits per Member, per Calendar Year [†])		
Hospice		
Infusion Therapy		
Medical Equipment, Medical Supplies and Prosthetics		

* Benefits are limited to the Maximum Allowable Benefit (MAB). If you receive services from an Out-of-Network Provider, you may be responsible for paying the difference between the MAB and charge.

[†] Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.

Coverage Outline	YOUR COST	
	Network Benefits*	Out-of-Network Benefits*
V. Behavioral Health Care (Mental Health and Substance Abuse Care)		
To receive Network Benefits , you must obtain Covered Services from an Eligible Mental Health or Substance Abuse Provider in the Network. Out-of-Network Benefit , are available when you obtain Covered Services from any Out-of-Network Eligible Mental Health or Substance Abuse Provider.		
Outpatient/office visits and telemedicine visits		
Mental Health Visits - Unlimited Medically Necessary visits. Substance Abuse Visits - (Including detoxification and substance abuse rehabilitation) – Unlimited Medically Necessary visits	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Partial Hospitalization and Intensive Outpatient Treatment Programs		
Mental Disorders - Unlimited Medically Necessary care Substance Abuse Conditions - Unlimited Medically Necessary care for rehabilitation.	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Inpatient Care		
Mental Disorders: - Unlimited Medically Necessary Inpatient days. Substance Abuse Conditions: Unlimited Medically Necessary Inpatient days.(includes detoxification and substance abuse rehabilitation) –	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Scheduled Ambulance Transport - Limited to Medically necessary transport from one facility to another.	Standard Deductible*	Same as Network Benefits*

* Benefits are limited to the Maximum Allowable Benefit (MAB). If you receive services from an Out-of-Network Provider, you may be responsible for paying the difference between the MAB and charge.

† Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.



Lumenos National HDHP Plan Summary

Plan Year

Manchester School District 7/1/15 SISA258PN9 (core SISA258PN7)

The Lumenos ® with HSA plan is designed to empower you to take control of your health, as well as the dollars you spend on your health care. This plan gives you the benefits you would receive from a typical health plan, plus health care dollars to spend your way.

Your Lumenos HDHP Plan

First - Use your HSA to pay for covered services:

Health Savings Account

With a Health Savings Account (HSA), you can **contribute pre-tax dollars to your HSA**. Others may also contribute dollars to your account. You can use these dollars to help meet your annual deductible responsibility. Unused dollars can be saved or invested and accumulate through retirement.

Contributions to Your HSA

The annual contribution maximum set by the U.S. Treasury and IRS:

2015

\$3,350 Individual coverage

\$6,650 family coverage

Note: Rollover funds are not subject to these limits.

Plus - To help you stay healthy, use:

Preventive Care

100% coverage for nationally recommended services.

Preventive Care

No out-of-pocket costs for you as long as you receive your preventive care from a network provider. If you choose to go to an out-of-network provider, your deductible or traditional health coverage benefits will apply.

Then -

Your Deductible

The deductible is the amount you pay – using your HSA dollars or out of your pocket – before you reach the traditional health coverage portion of the plan.

Annual Deductible Responsibility

\$2,000 individual coverage

\$4,000 family coverage*

* This plan includes a family deductible, which means that the medical expenses of all family members count toward the deductible. Once the full deductible has been satisfied, all family members are covered under the Traditional Health Coverage portion of the plan.

If needed -

Traditional Health Coverage

Similar to a PPO, once the deductible has been met, you pay coinsurance (a percentage of the provider's charges) when visiting an out-of-network provider. When visiting network providers, you and your family members are covered at 100% once your deductible and coinsurance have been satisfied.

Traditional Health Coverage

After your deductible, the plan pays:

100% for network providers

70% for out-of-network providers

After your deductible, your coinsurance responsibility is:

0% for network providers

30% for out-of-network providers

Additional protection:

For your protection, the total amount you spend out of your pocket is limited. Once you spend that amount, the **plan pays 100% of the cost for covered services** for the remainder of the plan year.

Annual Out-of-Pocket Maximum

Network Providers

Out-of-Network Providers

\$2,000 individual coverage

\$4,000 individual coverage

\$4,000 family coverage

\$8,000 family coverage

Your annual out-of-pocket maximum consists of your annual deductible responsibility and your coinsurance amounts.

If you have questions, please call toll-free 1-888-224-4896

Earn Rewards

You can earn reward dollars to redeem for gift cards at select retailers. See below for details:

Future Moms: Individualized obstetric support for expectant high-risk and non-high-risk mothers. Members can earn up to a \$200 Future Mom's incentive. This includes three milestones: \$100 initial enrollment, \$50 interim, and \$50 postpartum; timing and rules apply.

Healthy Lifestyles Online: Each adult family member can earn up to \$150 each year. Members earn a \$50 incentive at each 3,000, 5,000 and 10,000 point milestone. Members can quickly achieve their first milestone of 3,000 points by completing the Well-Being Assessment and setting up their Well-Being Plan.

Enroll in ConditionCare: (Incentive \$100) Disease management for prevalent, high-cost conditions (asthma, diabetes, chronic obstructive pulmonary disease, coronary artery disease and heart failure). Each family member can get one incentive per year. In the first year and later years, members must stay qualified to enroll and earn incentives. Members who have more than one health problem will enroll in one combined program — not separate ones for each condition.

Graduate from ConditionCare: (Incentive \$200) There's no limit to the number of family members that can graduate and earn the incentive. Each family member can earn one credit per year. In the first year and later years, members must stay qualified to enroll, graduate and earn incentives. Members who have more than one health problem will graduate from one combined program — not separate ones for each condition.

Summary of Covered Services

Preventive Care

Anthem's Lumenos with HSA plan covers preventive services recommended by the U.S. Preventive Services Task Force, the American Cancer Society, the Advisory Committee on Immunization Practices and the American Academy of Pediatrics. The Preventive Care benefit includes screening tests, immunizations and counseling services designed to detect and treat medical conditions to help prevent avoidable premature injury, illness and death.

All preventive services received from a network provider are covered at 100%, are not deducted from your HSA and do not apply to your deductible. If you see an out-of-network provider, then your deductible or out-of-network coinsurance responsibility will apply. If you receive any of these services for diagnostic purposes — for example, a colonoscopy when symptoms are present — the appropriate plan deductible and coinsurance will apply and available account dollars may be used to cover costs.

The following is an overview of the types of preventive services covered:

Child Preventive Care

Office Visits for preventive services

Screening Tests for vision, hearing, and lead exposure. Also includes pelvic exam and Pap test for females who are age 18, or have been sexually active.

Immunizations:

- Hepatitis A
- Hepatitis B
- Diphtheria, Tetanus, Pertussis (DtaP)
- Varicella (chicken pox)
- Influenza – flu shot
- Pneumococcal Conjugate (pneumonia)
- Human Papilloma Virus (HPV) – cervical cancer
- H. Influenza type b
- Polio
- Measles, Mumps, Rubella (MMR)

Adult Preventive Care

Office Visits for preventive services

Screening Tests for coronary artery disease, colorectal cancer, prostate cancer, diabetes, and osteoporosis. Also includes mammograms, as well as pelvic exams and Pap test.

Immunizations:

- Hepatitis A
- Hepatitis B
- Diphtheria, Tetanus, Pertussis (DtaP)
- Varicella (chicken pox)
- Influenza – flu shot
- Pneumococcal Conjugate (pneumonia)
- Human Papilloma Virus (HPV) – cervical cancer

Summary of Covered Services (Continued)

Medical Care

Anthem's Lumenos with HSA plan covers a wide range of medical services to treat an illness or injury. You can use your available HSA funds to pay for these covered services. Once you spend up to your deductible amount shown on Page 1 for covered services, you will have traditional health coverage with the coinsurance listed on Page 1 to help pay for additional covered services.

The following is a summary of covered medical services under Anthem's Lumenos with HSA plan:

- Physician Office Visits
- Inpatient Hospital Services
- Outpatient Surgery Services
- Diagnostic X-rays/Lab Tests
- Emergency Hospital Services
(network coinsurance applies to both network and out-of-network)
- Inpatient and Outpatient Mental Health and Substance Abuse Services

- Maternity Care
- Chiropractic Care
- Prescription Drugs
- Home Health Care and Hospice Care
- Physical, Speech, and Occupational Therapy Services
- Durable Medical Equipment

Some covered services may have limitations or other restrictions.* With Anthem's Lumenos with HSA plan, the following services are limited:

- Skilled nursing facility services limited to 100 days per calendar year.
- Home health care services are limited to 100 visits per calendar year.
- Durable Medical Equipment: unlimited per member per contract year.
- Chiropractic Visits: unlimited per member per contract year.
- Physical Therapy, Occupational Therapy, and Speech Therapy, up to a combined maximum of 60 visits per member per contract year.
- Nutritional Counseling: Unlimited visits per member per contract year (in-network benefit only).
- Inpatient hospitalizations require authorizations.
- Routine Vision: Limited to one per member per calendar year.
- Fitness Club Reimbursement \$200 maximum (limited to one member per enrolled household per plan year).
- Vision Hardware (per member every two plan years) \$100 maximum reimbursement for frames and lenses.

Your Lumenos HSA plan includes a lifetime maximum of unlimited.

Specific state mandates regarding limitations may apply.

*For a complete list of exclusions and limitations, please refer to your Certificate of Coverage.



Lumenos HDHP Plan Summary

Manchester School District 7/1/14 SISA258PN9 (core SISA258PN7)

Please note: This summary is intended to be a brief outline of coverage and is not intended to be a legal contract. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail. This summary is for a full year in the Lumenos plan. If you join the plan mid-year or have a qualified change of status, your actual benefit levels may vary.

Additional limitations and exclusions may apply.

The information included does not constitute legal, tax, or benefit plan design advice. Anthem strongly encourages consultation with a tax advisor before establishing a Health Savings Account. Any Health Savings Account will be established between the individual account holder and the HSA custodian or trustee. Anthem is responsible for the administration of the health plan, and the custodian is responsible for the administration of the HSA.

Anthem Blue Cross and Blue Shield is the trade name of: In Colorado: Rocky Mountain Hospital and Medical Service, Inc. In Connecticut: Anthem Health Plans, Inc. In Georgia: Blue Cross and Blue Shield of Georgia, Inc. In Indiana: Anthem Insurance Companies, Inc. In Kentucky: Anthem Health Plans of Kentucky, Inc. In Maine: Anthem Health Plans of Maine, Inc. In most of Missouri (excluding 30 counties in the Kansas City area): RightCHOICE® Managed Care, Inc. (RIT), Healthy Alliance® Life Insurance Company (HALIC), and HMO Missouri, Inc. RIT and certain affiliates administer non-HMO benefits underwritten by HALIC and HMO benefits underwritten by HMO Missouri, Inc. RIT and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. In Nevada: Rocky Mountain Hospital and Medical Service, Inc. In New Hampshire: Anthem Health Plans of New Hampshire, Inc. In Ohio: Community Insurance Company. In most of Virginia (serving Virginia excluding the city of Fairfax, the town of Vienna and the area east of State Route 123): Anthem Health Plans of Virginia, Inc. In Wisconsin: Blue Cross Blue Shield of Wisconsin ("BCBSWI") underwrites or administers the PPO and indemnity policies; CompCare Health Services Insurance Corporation ("CompCare") underwrites or administers the HMO policies; and CompCare and BCBSWI collectively underwrite or administer the POS policies. Independent licensees of the Blue Cross Blue Shield Association. © ANTHEM and Lumenos are registered trademarks of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.

Summary of Benefits – Plan Year

*This is only a brief summary of your coverage. Benefits apply when care is **medically necessary**. Services are covered up to the Maximum Allowable Benefit (MAB). Network providers agree to accept the MAB as payment in full.*

Service Received	Your Share of the Cost
You do not need a referral from your Primary Care Provider, however you must receive covered services in the Access Blue Network.	
Preventive Care <ul style="list-style-type: none"> Immunization, lead screening, PSA (prostate screening), mammograms, and PAP smears Routine physical exam for babies, children and adults including family planning visits Routine hearing exam Routine vision exam (<i>one exam per calendar year under age 19, one exam every two calendar years for age 19 and over</i>) 	Covered in full
Other Outpatient Care <ul style="list-style-type: none"> Medical exam, office surgery and anesthesia Early Childhood Intervention therapy services for children up to age 3 	\$20 per visit to your PCP \$30 per visit to any Specialist
<ul style="list-style-type: none"> Lab, X-ray, ultrasound, injections Short term rehabilitative therapy- physical, occupational, or speech (<i>up to 60 visits, any combination, per member, per plan year</i>) CT scan, MRI, PET Scan, MRA, outpatient facility fees 	Covered in full
<ul style="list-style-type: none"> Surgery in hospital outpatient department or ambulatory surgery center 	\$250 copayment per surgery
Inpatient Care (as a bed patient in an acute care hospital) <ul style="list-style-type: none"> Semi-private room and board 	\$250 copayment per admission
<ul style="list-style-type: none"> Physician in-hospital care, surgery, delivery, anesthesia, lab, X-ray, CT scan, MRI, medical supplies, medication and physical, occupational and speech therapy 	Covered in full
Skilled Nursing Facility and Rehabilitation Facility Care <i>(limited to 100 days for each per member, per calendar year)</i>	\$250 copayment per admission
Durable Medical Equipment (DME) <i>Unlimited</i>	Covered in full
Other Services <ul style="list-style-type: none"> OB/GYN care (<i>performed by an OB/GYN provider</i>) <ul style="list-style-type: none"> Exam Maternity care (routine prenatal, delivery and postpartum) Chiropractic visit (<i>unlimited visits</i>) Chiropractic X-ray 	\$20 per visit \$250 copayment per admission \$30 per visit Covered in full
Emergency Room or Urgent Care Center Visit <ul style="list-style-type: none"> ER facility charge (<i>copayment waived if admitted</i>) Urgent Care facility charge ER/Urgent Care physician fee, CT Scan, MRI, medical supplies, etc. 	\$100 per visit \$50 per visit Covered in full
Ambulance (<i>medically necessary emergency transport only</i>)	Covered in full

† Access Blue New England is administered by Anthem Blue Cross and Blue Shield and underwritten by Matthew Thornton Health Plan

Service Received	Your Share of the Cost
You do not need a referral from your Primary Care Provider, however you must receive covered services in the Access Blue Network.	
Mental Health and Substance Abuse	
<ul style="list-style-type: none"> Outpatient services <ul style="list-style-type: none"> Visit/consultation 	\$20 copayment per visit
<ul style="list-style-type: none"> Inpatient services <ul style="list-style-type: none"> Semi-private room & board Physician visit 	\$250 copayment per admission Covered in full
Prescription Drugs	
Covered medications, diabetic supplies and contraceptive devices purchased at a network pharmacy <ul style="list-style-type: none"> Copayment applies to each fill, up to a 30-day supply for retail Includes maintenance drugs at a retail or mail order pharmacy Only certain drugs are considered "maintenance" and are available for a supply greater than 30 days. Important notes: <ul style="list-style-type: none"> Whenever available, your prescription will be filled generically. If you choose to buy a brand drug, you pay the generic copay, plus the difference in cost between the brand and generic drug. If, due to medical necessity, your physician must prescribe a brand drug, you pay the brand copay. Refer to your prescription drug program flyer for details.	Retail (30 day supply): \$10 copay / tier 1 \$30 copay / tier 2 \$50 copay / tier 3 90 day supply at retail for 3 copayments Mail Order (90 day supply): \$20 copay / tier 1 \$60 copay / tier 2 \$100 copay / tier 3
Maximum for Services Subject to \$250 Copayment	
Individual Maximum	\$250 per member per plan year
Family Maximum	\$500 per family per plan year
Out of Pocket Limitations	
Medical Out-of-Pocket Limitation The Out-of-Pocket Limit includes all Deductibles, Coinsurance, and Copayments you pay during a Calendar Year. It does not include your Premium, amounts over the Maximum Allowable Benefit, or charges for non-covered services.	Once the Out-of-Pocket Limit is satisfied, you will not have to pay additional Deductibles, Coinsurance or Copayments for the rest of the Plan Year. \$6,350 per Member, per Plan Year \$12,700 per family, per Plan Year
Other	
Fitness Club Reimbursement	\$200 maximum reimbursement (limited to one member per enrolled household per plan year)
Vision Hardware (per member every two plan years)	\$100 maximum reimbursement for frames and lenses.

Exclusions and Limitations

The services listed below are not covered by this plan. Please review your Subscriber Certificate for complete details on exclusions and limitations.

Services Not Covered

• Any service that is not medically necessary • Any service required by a third party (court ordered services are covered if all of the other terms of the plan are met) • Claims for services received more than 12 months ago • Complementary and Alternative Therapies/Medicine • Cosmetic surgery • Custodial or convalescent care • Educational testing and therapy • Experimental and/or investigational services • Hospitalization for conditions that are not covered • Human organ transplants other than those listed in the subscriber certificate as covered benefits • Mental health services which do not usually result in favorable modification through short-term therapy • Miscellaneous devices, materials, and supplies, including, but not limited to, hearing aids, eyeglasses, contact lenses (except after cataract surgery), dentures and support devices for the feet and corrective shoes • Permanent dental restoration, orthognathic and most oral surgery • Personal comfort items • Radial keratotomy or other surgery to correct vision • Routine podiatry • Services covered by government programs to the extent permitted by law • Services for work-related illness or injury • Sex changes • Sterilization reversal

Anthem Blue Cross and Blue Shield has the right to recover its costs for care of:

• Injuries which are the responsibility of other parties • Services for which another insurance carrier or Medicare is primary • Services related to illegal conduct

This is only a brief summary of your coverage.

This summary of benefits is not a contract. It is a general description of the benefits and exclusions of this plan. Complete information about all benefits, limitations and exclusions is in the Subscriber Certificate, which will be mailed to you after you enroll. If you need further information, call Customer Service at 1-800-870-3122

Summary of Benefits

*This is only a brief summary of your coverage. Benefits apply when care is **medically necessary**. Services are covered up to the Maximum Allowable Benefit (MAB). Network providers agree to accept the MAB as payment in full. However, if you receive services from a non-network provider, under Self Referred benefits, it is your responsibility to pay the difference between the MAB and the provider's charge.*

Service Received	Your Share of the Cost	
You do not need a referral from your Primary Care Provider. Your benefit is determined by whether you choose a provided in your designated network or an out-of-network provider.		
Preventive Care <ul style="list-style-type: none">Immunization, lead screening, PSA (prostate screening), mammograms and PAP smearsRoutine physical exam for babies, children and adults including family planning visitsRoutine hearing examRoutine vision exam (<i>one exam per calendar year under age 19, one exam every two calendar years for age 19 and over</i>)	In Network Benefits Covered in full	Out of Network Benefits Covered up to MAB Subject to: \$100 deductible per member, no more than \$300 per family per plan year
Other Outpatient Care <ul style="list-style-type: none">Medical exam, office surgery, and anesthesiaEarly Childhood Intervention therapy services for children up to age 3 (<i>limited to \$3,200 per member, per plan year and \$9,600 per member's lifetime</i>)	\$25 per visit to your PCP \$35 per visit to any specialist	and
<ul style="list-style-type: none">Lab, X-ray, ultrasound, injectionsShort term rehabilitative therapy - physical, occupational, or speech (<i>unlimited, per member, per plan year</i>)§CT scan, MRI, PET scan, MRA outpatient facility fees	Covered in full	20% coinsurance up to \$400 per member, no more than \$1,200 per family per plan year
<ul style="list-style-type: none">Surgery in hospital outpatient department or ambulatory surgery center	\$300 copayment per surgery	Out-of-pocket maximum \$500 per member, no more than \$1,500 per family per plan year
Inpatient Care (as a bed patient in an acute care hospital) <ul style="list-style-type: none">Semi-private room and boardPhysician in-hospital care, surgery, delivery, anesthesia, lab, X-ray, CT scan, MRI, medical supplies, medication and physical, occupational and speech therapy.	\$300 copayment per admission Covered in full	Some benefits are subject to precertification requirements. Refer to your Subscriber Certificate for details. Call 1-800-531-4450 to precertify.
Skilled Nursing Facility and Rehabilitation Facility Care (<i>limited to 100 days for each per member, per calendar year</i>)§	\$300 copayment per admission	
Durable Medical Equipment (DME) (<i>Unlimited</i>)§	Covered in full	
Other Services <ul style="list-style-type: none">Chiropractic visit (<i>12 visits per member per plan year</i>)Chiropractic X-rayOB/GYN care (performed by an OB/GYN provider)<ul style="list-style-type: none">ExamMaternity care (routine prenatal, delivery and postpartum)	\$35 per visit Covered in full \$25 per visit \$300 copayment per admission	
Emergency Room or Urgent Care Visit <ul style="list-style-type: none">ER facility charge (<i>copayment waived if admitted</i>)Urgent Care facility chargeER/Urgent Care physician fee, CT Scan, MRI, medical supplies, etc.	\$150 per visit \$75 per visit Covered in full	Same as Network Benefits
Ambulance (medically necessary emergency transport only)	Covered in full	Covered in full up to MAB

[§] Any combination of benefits from either column count toward this maximum.

∴ Services are covered up to the MAB. Out of network providers may bill you for amounts that exceed the MAB.

† BlueChoice New England is administered by Anthem Blue Cross and Blue Shield and underwritten by Matthew Thornton Health Plan

Service Received	Your Share of the Cost	
	In Network Benefits	Out of Network Benefits
Mental Health and Substance Abuse <ul style="list-style-type: none">Outpatient services<ul style="list-style-type: none">Visit/consultation	\$25 copayment per visit	Subject to deductible and coinsurance
<ul style="list-style-type: none">Inpatient services<ul style="list-style-type: none">Semi-private room & boardPhysician visit	\$300 copayment per admission Covered in full	
Prescription Drugs		
Covered medications, diabetic supplies and contraceptive devices purchased at a network pharmacy <ul style="list-style-type: none">Copayment applies to each fill, up to a 30-day supply for retailIncludes maintenance drugs at a retail or mail order pharmacyOnly certain drugs are considered “maintenance” and are available for a supply greater than 30 days.Important notes:<ul style="list-style-type: none">If you choose to buy a brand drug, you pay the brand copay Refer to your prescription drug program flyer for details.	Network Benefits Retail (30 day supply): \$10 copay / tier 1 \$30 copay / tier 2 \$50 copay / tier 3 90 day supply available at retail for 3 copays Mail Order (90 day supply): \$20 copay / tier 1 \$60 copay / tier 2 \$100 copay / tier 3	Out-of-Network Benefits Same as network benefits
Maximums for Services Subject to \$300 Copayment		
Individual Maximum	\$300 per member per plan year	Not applicable. All services subject to out of network deductible and coinsurance.
Family Maximum	\$600 per family per plan year	
Other		
Fitness Club Reimbursement	\$200 maximum reimbursement (limited to one member per enrolled household per plan year)	
Vision Hardware (per member every two plan years)	\$100 maximum reimbursement for frames and lenses	
Exclusions and Limitations		
The services listed below are not covered by this plan. Please review your Subscriber Certificate for complete details on exclusions and limitations.		
Services Not Covered <ul style="list-style-type: none">Any service that is not medically necessaryAny service required by a third party (court ordered services are covered if all of the other terms of the plan are met)Claims for services received more than 12 months agoComplementary and Alternative Therapies/ MedicineCosmetic surgeryCustodial or convalescent careEducational testing and therapyExperimental and/or investigational servicesHospitalization for conditions that are not coveredHuman organ transplants other than those listed in the Subscriber Certificate as covered benefitsMental health services which do not usually result in favorable modification through short-term therapyMiscellaneous devices, materials, and supplies, including, but not limited to, hearing aids (except for children under 19), eyeglasses, contact lenses (except after cataract surgery), dentures and support devices for the feet and corrective shoesPermanent dental restoration, orthognathic and most oral surgeryPersonal comfort itemsRadial keratotomy or other surgery to correct visionRoutine podiatryServices covered by government programs to the extent permitted by lawServices for work-related illness or injurySex changesSterilization reversal		
Anthem Blue Cross and Blue Shield has the right to recover its costs for care of: <ul style="list-style-type: none">Injuries which are the responsibility of other partiesServices for which another insurance carrier or Medicare is primaryServices related to illegal conduct		

This is only a brief summary of your coverage.

This summary of benefits is not a contract. It is a general description of the benefits and exclusions of this plan. Complete information about all benefits, limitations and exclusions is in the Subscriber Certificate, which will be mailed to you after you enroll. If you need further information, call Customer Service at 1-800-870-3122.

Manchester School District

Effective: 7/1/2015

Group Number: 0163

Outline of Coverage Delta Dental PPO plus Premier Network

*Read Your Policy Carefully—This Outline of Coverage provides a very brief description of the important features of your policy. This is not the insurance contract, and only the actual policy provisions will control. The policy itself sets forth in detail the rights and obligations of both you and your insurance company. It is therefore important that you **READ YOUR POLICY CAREFULLY!** Not all time limitations and exclusions are shown herein. Benefit percentages shown are based on the actual charges submitted up to the Maximum Allowable Charge for participating dentists, or Delta Dental's allowance for non-participating dentists.*

Diagnostic / Preventive (Coverage A)	Basic Restorative (Coverage B)	Major Restorative (Coverage C)
DIAGNOSTIC: Oral evaluations once in a 6-month period X-rays (complete series or panoramic film) once in a 3-year period Bitewing x-rays once in a 12-month period X-rays of individual teeth as necessary Brush biopsy once in a 12-month period PREVENTIVE: Cleanings once in a 6-month period Fluoride once in a 12-month period to age 19 Space maintainers to age 16 Sealant application to permanent molars, once in a 3-year period per tooth, for children to age 19	RESTORATIVE: Amalgam (silver) fillings; Composite (white) fillings (on anterior teeth only) ORAL SURGERY: Surgical and routine extractions ENDODONTICS: Root canal therapy PERIODONTICS: Periodontal maintenance (cleaning) Note: Cleanings are limited to one in a 6-month period; these may be routine (Coverage A) or periodontal (Coverage B), or a combination of each. Treatment of gum disease Clinical crown lengthening once in a lifetime per site DENTURE REPAIR: Repair of a removable denture to its original condition EMERGENCY PALLIATIVE TREATMENT	PROSTHODONTICS: Removable and fixed partial dentures (bridge); complete dentures Rebase and reline (dentures) Crowns Onlays Implants
Delta Dental Pays: 100%	Delta Dental Pays: 60%	Delta Dental Pays: 50%
Calendar Year Maximum: \$1500 per Person		

Rev. 5/15/2015

Delta Dental PPO plus Premier Network

You will get the best value from your Delta Dental Plan when you receive your dental care from one of our PPO (greatest savings) or Premier network participating dentists:

- ✓ **No Balance Billing:** Because participating dentists accept Northeast Delta Dental's allowed fees for services, you will typically pay less when you visit a participating dentist.
- ✓ **No Claims Paperwork:** Participating dentists will prepare and submit claims for you.
- ✓ **Direct Payment:** Northeast Delta Dental pays participating dentists directly, so you don't have to pay the covered amount up front and wait for a reimbursement check.

To find out if your dentist participates in our PPO or Premier network, you can: call your dentist, visit our website at nedelta.com, or call **Customer Service at 1-800-832-5700**.

Claim Process for Participating Dentists

Your participating dentist will submit your claim to Northeast Delta Dental (claims for any of your covered dependents should be submitted under *your* Subscriber ID number). Northeast Delta Dental will produce an Explanation of Benefits (available through our Benefit Lookup site at nedelta.com) detailing what has been processed under your plan's coverage. You are responsible to pay any outstanding balance directly to the dentist.

Non-Participating Dentists

If you visit a non-participating dentist, you may be required to submit your own claim and pay for services at the time they are provided. Claim forms are available by calling Northeast Delta Dental or visiting nedelta.com. Payment will be made to you, the Subscriber, unless the state in which the services are rendered requires that assignments of benefits be honored and Northeast Delta Dental receives written notice of such assignment. Payment for treatment performed by a non-participating dentist will be limited to the lesser of the dentist's actual submitted charge or Delta Dental's allowance for non-participating dentists in the geographic area in which services are provided. It is your responsibility to make full payment to the dentist.

Predetermination of Benefits

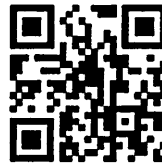
Northeast Delta Dental recommends that you ask your dentist to submit a *pre-treatment estimate* for any dental work involving costly or extensive treatment plans. Predeterminations helps avoid any potential confusion and enable us to help you estimate any out-of-pocket expenses you may incur.

Coordination of Benefits

When an individual covered under this plan has additional group coverage, the Coordination of Benefits (COB) provision described in your Dental Plan Description booklet will determine the sequence and extent of payment. If you have any questions about COB, please contact our **Customer Service Department at 1-800-832-5700**.

Identification Cards

Two identification cards will be produced and distributed shortly after your initial enrollment. Both cards are issued in your name but can be used by any family member covered under your plan. Any future cards will be issued electronically via our Benefit Lookup site accessible through nedelta.com. You can also use our smartphone app and enjoy access to dentist search, claims and coverage, and your ID card. Simply scan the QR code to the right.



Dental Plan Description Booklet

A Dental Plan Description booklet will be made available shortly after your enrollment. This benefit booklet describes your dental benefits and explains how to use them. Please read it carefully to understand the benefits and provisions of your Northeast Delta Dental plan.

Who is Eligible?

You, your spouse, your children up to age 26, regardless of student status, and any incapacitated dependent children, regardless of age. If enrolling one eligible dependent, all of your eligible dependents must be enrolled, unless they are covered under another dental program.



MANCHESTER SCHOOL DISTRICT
 SCHOOL ADMINISTRATIVE UNIT NO. 37
 195 McGregor Street, Suite 201
 Manchester, NH 03102
 Telephone: 603.624.6300 • Fax: 603.624.6337

Insurance Rates 07/01/2016 - 06/30/2017

AMP

(26 weeks= 12 month enrollment)

POS Blue Choice New England	One Person	Two Person	Family
Total Monthly Premium	\$919.97	\$1,791.58	\$2,402.53
Monthly District Share	\$735.98	\$1,433.26	\$1,922.02
Monthly Employee Share	\$183.99	\$358.32	\$480.51
District Share Per Pay Period	\$339.68	\$661.51	\$887.09
Employee Share Per Pay Period	\$84.92	\$165.38	\$221.77

HMO Access Blue New England	One Person	Two Person	Family
Total Monthly Premium	\$826.79	\$1,612.08	\$2,161.83
Monthly District Share	\$661.43	\$1,289.66	\$1,729.46
Monthly Employee Share	\$165.36	\$322.42	\$432.37
District Share Per Pay Period	\$305.28	\$595.23	\$798.21
Employee Share Per Pay Period	\$76.32	\$148.81	\$199.55

Anthem Lumenos with HSA	One Person	Two Person	Family
Total Monthly Premium	\$772.91	\$1,513.30	\$1,944.08
Monthly District Share	\$656.97	\$1,286.31	\$1,652.47
Monthly Employee Share	\$115.94	\$227.00	\$291.61
District Share Per Pay Period	\$303.22	\$593.68	\$762.68
Employee Share Per Pay Period	\$53.51	\$104.77	\$134.59

Anthem Lumenos without HSA	One Person	Two Person	Family
Total Monthly Premium	\$647.91	\$1,263.30	\$1,694.08
Monthly District Share	\$550.72	\$1,073.81	\$1,439.97
Monthly Employee Share	\$97.19	\$189.50	\$254.11
District Share Per Pay Period	\$254.18	\$495.60	\$664.60
Employee Share Per Pay Period	\$44.86	\$87.46	\$117.28


Northeast Delta Dental	One Person	Two Person	Family
Total Monthly Premium	\$46.62	\$90.43	\$173.76
Monthly District Share	\$37.30	\$72.34	\$139.01
Monthly Employee Share	\$9.32	\$18.09	\$34.75
District Share Per Pay Period	\$17.21	\$33.39	\$64.16
Employee Share Per Pay Period	\$4.30	\$8.35	\$16.04

TENTATIVE AGREEMENT


Manchester Welfare Department Staff And The City of Manchester

The undersigned representatives of the Manchester Welfare Staff/Teamsters Local Union No. 633 and the City of Manchester agree to the following terms:

1. A one year contract from July 1, 2016 – June 30, 2017.
2. One percent (1%) COLA for the one year term of the contract retroactive to July 1, 2016.
3. Merit steps and longevity steps will be granted from July 1, 2016 – June 30, 2017.
4. Elimination of the, "Me Too", clause in the contract.



For the Union
Richard Laughton – Business Agent



For the Manchester Welfare Staff
Daniel Cocuzzo, Chief Negotiator

Date

10/21/16

Date

10-21-16

TEAMSTERS WELFARE PROPOSED CONTRACT - SALARY COSTS**9 Positions Used for Estimates**

	1%	FY 2017	
	COLA	Merit	Long
Salary	\$5,522	\$3,422	\$0
Retirement (23.74%)	\$1,311	\$812	\$0
Social Security & Medicare	\$422	\$262	\$0
Total	\$7,255	\$4,497	\$0
Grand Total	\$11,752		

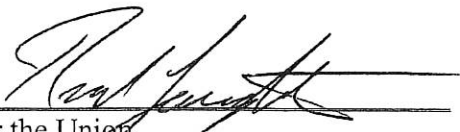
Note: Retirement rates may increase for FY 2018

TENTATIVE AGREEMENT

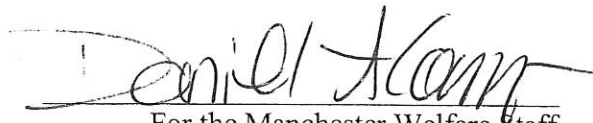
Manchester Airport Maintenance And The City of Manchester

The undersigned representatives of the Manchester Airport Maintenance/Teamsters Local Union No. 633 and the City of Manchester agree to the following terms:

1. A one year contract from July 1, 2016 – June 30, 2017
2. One percent (1%) COLA for the one year term of the contract retroactive to July 1, 2016.
3. Merit steps and longevity steps will be granted from July 1, 2016 – June 30, 2017.
4. Elimination of the, "Me Too", clause in the contract.



For the Union
Richard Laughton – Business Agent



For the Manchester Welfare Staff
Daniel Cocuzzo, Chief Negotiator

10/21/16
Date

10-21-2016
Date

TEAMSTERS AIRPORT PROPOSED CONTRACT - SALARY COSTS

34 Positions Used for Estimates

	FY 2017		
	1% COLA	Merit	Long
Salary	\$18,886	\$10,245	\$2,256
Retirement (23.74%)	\$4,484	\$2,432	\$536
Social Security & Medicare	\$1,445	\$784	\$173
Total	\$24,814	\$13,461	\$2,965
Grand Total	\$41,240		

Note: Retirement rates may increase for FY 2018

November 15, 2016

Tentative Agreement

The Manchester Association of Fire Supervisors IAFF Local 3820 makes the following proposal as a tentative agreement to the City of Manchester:

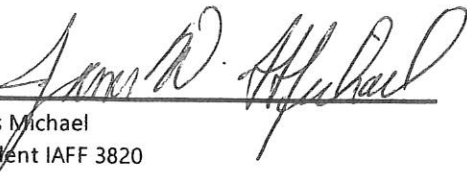
Term: One year covering July 1, 2016 through June 30, 2017

Wages: 1% COLA including merit and longevity steps retroactive to July 1, 2016

Other: Eliminate any and all "Me Too" clauses

Continue Negotiations on a long term Agreement.

For the Union:

X 
James Michael
President IAFF 3820

X 
Michael Gamache
Vice President IAFF 3820

For the City:

X 
Daniel Cocuzzo
Chief Negotiator

X _____
Daniel Goonan
Chief of the Department

MAFS PROPOSED CONTRACT - SALARY COSTS

11/18/2016 12:55 PM

7 Positions Used for Estimates

	1.00% COLA	FY 2017 Merit	Long
Salary	\$7,399	\$2,557	\$3,110
Retirement (29.16%)	\$2,158	\$746	\$907
Medicare	\$107	\$37	\$45
Total	\$9,664	\$3,339	\$4,062
Grand Total	\$17,065		